



Healing with purpose. Serving with faith. Caring for our community.

Job Description

Practice Manager

Position Summary

Under the supervision of the Director of Operations, this position provides day-to-day management and oversight of the administrative and facilities functions. Provides direct oversight of healthcare supportive functions to ensure effective services are administered and provided to the target population and surrounding community. Ability to work at multiple locations in Sevier County.

Roles and Responsibilities

Promote the mission, values and vision of the organization.

- Provides day-to-day management of processes to meet operational goals while reflecting the mission and core values of Mountain Hope Good Shepherd Clinic.
- Effectively communicates and provides staff training to administrative support staff.
- Assists the Director of Operations with development and implementation of operating policies and procedures.
- Set priorities for performance management systems, overseeing the measurement and ensuring the effectiveness of all processes internal and external.
- Ensures that all activities and operations are performed in compliance with local, state, and federal regulations.
- Manages information technology infrastructure to include dental and medical electronic health records, practice management system, and other software programs.
- Daily management of efficient patient scheduling procedures.
- Assist with grant funded program reporting and billing.
- Participates in Quality Improvement initiatives.

Qualifications

Education and Experience

- Bachelor's degree with 3 or more years of management experience in an outpatient healthcare office required. Extensive experience working with electronic health records and practice management systems is required. Knowledge working with Microsoft platforms, data spreadsheets, SharePoint, and Microsoft Teams.

Supervisory Responsibilities

- Provides training and daily supervision of administrative support staff.

Candidates are required to submit a cover letter and resume for consideration.

Mountain Hope Good Shepherd Clinic provides equal employment opportunities to all applicants for employment.

Job Type: Full-time

Benefits:

Dental insurance, Health insurance, Life insurance, Paid time off, Retirement plan, Vision insurance