

Arthritis Clinic Manager

Clinic Manager

About Us:

Join our top-performing team at Western Washington Medical Group! After three decades of serving the North Puget Sound region, Western Washington Medical Group proudly remains provider-owned and run. Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

We're interested in learning more about you and appreciate your taking the time to apply online. We are committed to employing a diverse workforce. *We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply*

Job Summary

Our current opportunity is high-volume 4-provider Rheumatology practice with an infusion suite, based in Mill Creek. We are looking for ambitious leader and experienced manager.

WWMG is looking for a Practice Manager who will be responsible for:

- Managing all functions of the assigned practice, including organization and planning of the delivery of staff and services, ordering supplies and maintaining adequate supply inventory levels.
- Responsible for maximizing practice financials, while coordinating effective operations of the day-to-day activities.
- Providing leadership to the physicians, staff, and the organization.
- Making decisions, setting goals, and assuring the following performance expectations are met: financial performance, quality care, service excellence, access, and resource utilization.
- Ensuring excellent customer service through staff recruiting, retaining, managing and developing the support staff, and ensuring effective staff training.

Qualifications

Education Background

- Bachelor degree in related field (health care administration, business, etc.) preferred.
- OR the equivalent combination of college courses or extensive relevant experience which, in the organization's opinion, is the equivalent of a bachelor degree.

Work Experience

- Requires at least 3 years of experience in a medical practice, in a management, team lead or supervisory capacity; 5 years is preferred.
- HR experience recruiting, retaining, managing, and developing is preferred.

Licensure, Registration, Certification

If driving is included as a function of the job, maintains a valid Washington Driver's License and clean record.

Special Training/ Skills

- Must have working knowledge of Microsoft Word & Excel.
- Financial skills of budgeting and modeling are strongly preferred.
- Working knowledge of third-party reimbursement systems and Revenue Cycle Management.
- Ability to communicate effectively in written and spoken English.
- Understanding of Washington State regulations, licensure, and certifications laws for back office clinical positions which includes MA, RN, LPN, etc.

Physical Abilities

Position requires significant computer usage – must be able to sit for extended periods of time, use keyboard and monitor.

Physical demand level: Light

In an 8-hour workday, must be able to:

- Lift/ Carry 20 pounds occasionally and 10 pounds frequently
- As required, must be able to:
- Sit, stand, walk, bend, squat, kneel, crawl, climb, and reach above shoulder
- Push and Pull
- Perform fine motor functions
- Must possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff.

Please send cover letter and resume to: jsmecker@wwmedgroup.com