

# Western Washington Medical Group Nephrology

## Practice Administrator

### **About Us:**

Join our top-performing team at Western Washington Medical Group!

WWMG is a physician owned medical group that has been serving the Snohomish County community for decades. The Nephrology practice is dedicated to the nephrology and dialysis needs of the community.

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**

The Practice Administrator will be responsible for managing and overseeing all the functions of the clinic. Currently staff is comprised of 3 physicians and 7 support staff. The administrator will be in a leadership position in the practice and will have support from WWMG administration.

Some of the duties include but are not limited to:

- Managing all functions of the clinic, including organization and planning of the delivery of staff and services, payroll, reports, accounts payable, credentialing and onboarding employees, ordering supplies and maintaining adequate supply inventory levels. Some familiarity with basic software is required, and some familiarity with management of basic accounting tasks will be required.
- Coordinating the smooth operation of the day-to-day activities, ensuring that adequate support is available.
- Providing leadership to the staff, and there will be an expectation of performing a role in the larger organization also.
- 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**

- Preference will be for individuals who have experience in Health care settings, experience in management and experience with medical billing.
- 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**

Please send cover letter and resume to: [Kromo@wwmedgroup.com](mailto:Kromo@wwmedgroup.com)