POSITION TITLE: Practice Administrator

Reports to: COO
Department: Operations
FLSA Classification: Non-Exempt
Supervises Others: Yes

DESCRIPTION:
Reporting to the COO, the Practice Administrator is responsible for running the business operations of our medical practice. The Practice Administrator will be responsible for the day-to-day operations of the practice, hiring and training staff, managing budgets and payments, organizing records, and ensuring that the practice delivers good customer service. The Practice Administrator also develops budgets; tracks payments; sets and monitors staff achievement; and keeps the organization informed regarding regulatory changes. The Practice Administrator works closely and effectively with practice staff as well as clinicians as needed to maintain effective patient management and efficient workflow. Maintains effective patient flow and assures all medical services are consistent with Obria Medical Clinics’ mission and philosophy, as well as the implementation and maintenance of Obria’s business policies and procedures. The Practice Administrator will fully support the mission, vision, and goals of Obria Medical Clinics, be highly organized, skilled in management and leadership training and be self-motivated.

RESPONSIBILITIES:
• Ensures clinic is opened and closed daily, as per established schedules.
• Interviews, hires, and trains new staff in accordance with HR guidelines.
• Manages daily staffing to ensure optimal operation of the practice.
• Manages finances, including budgets, health insurance payments, and payroll.
• Regularly reviews productivity and make staffing adjustments as needed.
• Monitors and approves timecards.
• Conducts regular staff meetings and annual performance evaluations for the clinic team.
• Plans and organizes orientation and in-service training for staff members and participates in guidance and educational programs.
• Reviews accounts receivable reports monthly.
• Ensures that the practice meets federal, state, and local laws.
• Ensures that the practice meets AAAHC guidelines.
• Prepares reports as needed.
• Monitors inventory and placing orders for resupply.
• Interacts with patients and addresses any concerns or complaints.
• Works at all OMC SoCal locations as needed performs other functions and tasks as assigned.
• Works as a team to ensure the practice runs effectively and meets weekly, monthly and annual objectives.

ESSENTIAL SKILLS:
• Meets all responsibilities and ensures strict confidentiality, management of finance, personnel, and patient information, this includes secure filing, disposal of, records retention, and storage of patient information according to HIPAA Guidelines.
• Communicates effectively, respectfully, and courteously with all contacts -- internal and external.
• Works productively, effectively, and respectfully with diverse people.
• Maintains current knowledge of and complies with organizational and departmental policies and procedures.
• Meets all applicable safety requirements for the position and work environment, including prompt incident reporting, according to Obria’s policy.
• Uses skill and best judgment to ensure written or verbal outputs are clear, accurate, grammatical, and of
QUALIFICATIONS

- Bachelor’s Degree in Healthcare Management or Business Administration required.
- 3+ years’ experience in medical office management.
- Proven experience working in a managerial position in a clinical or medical setting.
- Strong understanding of healthcare administration and management.
- Working knowledge of medical terminology.
- Medical office billing experience.
- Proficiency with EMR and Practice Management System.
- Excellent written and oral communication skills.

COMPUTER & EQUIPMENT SKILLS:

- Has sufficient knowledge of computer operations.
- Proficient in Microsoft Programs: Excel, Word, Outlook and Power Point.
- Able to use typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Ability to sit, stand, and walk for extended periods throughout the day.
- Able to tolerate extended periods of time at a computer station or work desk including the ability to operate computer keyboards/mouse, and office equipment.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use office equipment and drive a car safely.
- Hearing and speech within normal ranges, sufficient for clear/concise communication face to face, and to speak on the telephone.
- Requires some physical activity, which includes regular clinic cleaning and lifting up to 10 pounds regularly and approximately 25 pounds occasionally.
- Exposed to typical office environment conditions, which may include a very busy atmosphere, and loud noises/surroundings.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to assess patient’s needs, create documents, spreadsheets, and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available/obtainable information.
- Able to prioritize work in order to meet deadlines.
- Able to anticipate and problem solve likely occurrences based on current and/or historic data.
- Able to articulate appropriate responses to requests for services and information from internal or external customers.

OTHER:

- Maintains professional behavior and appearance at all times.
- Attends meetings and trainings as requested.
- Assists with other duties as requested or assigned as needed.
ACKNOWLEDGMENT:

I, (print name) __________________________________________, have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that Obria reserves the right to delegate, remove, expand, or change any and all responsibilities listed above, and they will inform me of any such change. I certify that I am able to perform the job duties as described with or without an accommodation.

EMPLOYEE SIGNATURE:

_________________________________________  __________________________  __________________________
Print Name  Signature  Date

SUPERVISOR SIGNATURE:

_________________________________________  __________________________  __________________________
Print Name  Signature  Date

Please send your resume to the following individual:

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