



## **JOB DESCRIPTION**

**POSITION:** Springfield Practice Manager  
**DEPARTMENT:** Administration  
**REPORTS TO:** Director of Administration  
**DATE POSTED:** February 25, 2019

**JOB SUMMARY:** A leading world-class multispecialty ophthalmology practice comprised of 10 physicians and more than 40 employees is currently recruiting a full-time Practice Manager to join our team in Springfield, PA.

This individual has direct interaction with patients and physicians in the medical practice which includes greeting and checking in patients. Responsibilities also include oversight of day-to-day operational activities, practice flow, executing office policies and procedures in a smooth and expeditious manner, performing financial oversight, insurance administration, personnel management, and physician support.

This role supervises the call center, front desk, and clinical team to ensure exceptional patient care. When needed, this individual will jump in to assist in direct patient care which includes filling in at the front desk to greet and check in patients.

### **EDUCATION AND EXPERIENCE:**

1. College degree.
2. Five years of practice management experience for a multiple physician medical practice.
3. Proficiency with computers, software, and technology. Intermediate knowledge of Microsoft Office Suite. Must be tech savvy and accustomed to constant interaction with email and text messaging.
4. Knowledge of Medicare and commercial payer groups, CPT coding, and ICD10 coding.
5. Knowledge of medical compliance and MIPS.

### **ESSENTIAL SKILLS AND ABILITIES:**

1. Leadership and people management skills.
2. Driven, goal-oriented, self-starter.
3. Ability to perform multiple tasks simultaneously while maintaining strict attention to detail.
4. Ability to work independently with focus; excellent time management skills.
5. Flexibility and willingness to adapt to change.
6. Ability to work under pressure in a fast-paced environment.
7. Superior interpersonal and communication skills.
8. Bookkeeping skills with a working knowledge of medical billing software.
9. Ability to work as a team member.
10. Professional appearance and demeanor.