

Job description

Growing and busy Sports Medicine and Family practice is seeking a qualified medical professional to join our patient-oriented team.

Job Title: **Medical Office Administration Support**

Immediate Need Full Time / Non-Exempt approximately 35-40 hours/week

REQUIRED: Recent College Graduate

**** Great starting position for a new college grad or someone re-entering the job market ** This is a Full Time, in office position, not a Part Time or Summer Job ****

WHY PSFM?

We strive to provide a concierge patient care experience, and we are fantastic at doing it!

We also offer:

- Competitive compensation – up to \$17.50/hour depending on experience
- \$500 Hiring Bonus payable after 120 days of continued employment
- Health Benefits – Medical / Dental / Vision
- 401K with a generous 4% company match
- Paid Time Off (PTO) & Sick Time Bank
- Fantastic Growth potential
- Weekly Lunch & Learn sessions

Please respond with a Covering Letter & Resume and provide an email address and/or phone number where you can be contacted.

APPLICATIONS WITHOUT THE REQUESTED INFORMATION MAY NOT BE REVIEWED.

Job Summary:

- Work directly for the Chief Operating Officer and as part of a coordinated team, to provide medical office administrative services to maximize practice

revenue and supports practice management by completing business and administrative duties, as needed.

Job Tasks and Responsibilities:

- Assists office management in coordinating the day to day operations of the practice
- Helps to promote excellent customer service by all levels of staff
- Helps to develop, implement and maintain office policies and procedures
- Prepares budgets for review and completes financial analysis
- Keeps accurate records of invoices and payments
- Manages company's liabilities / insurance premiums
- Identifies and addresses accounting discrepancies
- Participates in time tracking and payroll processes
- Reports on financial performance and completes monthly metrics reports
- Helps to coordinate staff meeting for administrative and clinical staff
- Helps to develop programs to ensure regulatory compliance with HIPAA, OSHA, labor laws and other federal, state and local regulations
- Coordinates logistics for internal and external meetings, conferences and provider lectures
- Serves as a liaison for local schools, community and medical schools
- Helps to develop weekly employee work schedule to ensure appropriate staffing for day to day operations
- Assists management by completing other administrative duties as required
- Cross trained to backfill for medical reception and pre-certification staff, as required
- Maintains strictest confidentiality while adhering to all HIPAA guidelines/regulations

Skills / Experience:

- Knowledge of medical administration practices a huge asset.
- Knowledge of eClinicalWorks or other EMR system a plus.
- Ability to establish and maintain effective working relationships with patients, other employees, insurance providers, and other business partners.
- Must be able to work effectively and efficiently as part of a team.
- Must be well organized, detail oriented and able to communicate effectively.
- Must have a strong work ethic and willing to learn new things
- Must have excellent problem-solving and critical thinking skills.

- Should be very comfortable with technology.

Education:

College Degree - Additional Health Sciences, Technology, Computer Sciences, other Technology Management Courses or Training, a plus.

Environmental/Working Conditions:

- Normal office environment.
- Occasional overtime may be required and/or hours may be shortened as business needs dictate.

Job Type: Full-time

Salary: \$15.00 - \$17.50 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Application Question(s):

- Applicant should be fully vaccinated against COVID-19 or be fully vaccinated before starting work.

Education:

- Bachelor's (Required)

Work Location: In person

