

**Position Title:** Practice Manager  
**Department:** Physician Office Practice  
**Pay Rate:** \$19.80 min

**Job Summary:** Responsible for the business management of the practice, development and implementation of business operating procedures, human resource, staffing and scheduling needs, monitoring of financial activities, and strategic initiatives and goals.

**Qualifications:** The following qualifications, or equivalents, are the minimum requirements necessary to perform essential functions of this job

**Education and Formal Training:**

College degree in medical office management, business or allied health, or six years medical office experience. Current CPR certification.

**Work Experience:** Six years preferred

**Knowledge, Skills and Abilities Required:**

Demonstrates the ability to provide excellent customer service by interacting and communicating effectively with patients, families and others. Demonstrates an attitude of cooperativeness and team spirit. Provides evidence of professional values and ethics. Possesses the ability to read and interpret financial statements including, but not limited to, income statements and accounts receivable reports. Ability to effectively manage / motivate office personnel including physicians and professional staff.

**Physical Requirements:**

Must have visual acuity and adequate hearing. Must be able to endure extended periods of sitting or standing. Must be able to manage stress and stressful situations. Must be physically able to perform CPR. Must be able to lift at least 30 lbs.

**Essential Job Functions:**

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Participates in coordination with the Director of Operations in the development of strategic goals and objectives for the practice. Assures optimal daily operation of the practice. Manages personnel issues in accordance with Caldwell Memorial Hospital personnel policies and Physician Services Department Guidelines. Develops and implements annual financial goals and budgets. Enforces and assists in the development of administrative policies and procedures. Serves as the practice representative to Caldwell Memorial Hospital and to the community. Performs other duties as requested Demonstrates the ability to effectively communicate with all constituencies.