



Colorado Allergy and Asthma Centers, P.C.
Position Vacancy Announcement
Posted: 1/14/16

Position: Office Administrative Manager (OAM)
Location: Denver
Hours: Full-Time, 4 days/week, 40 hours/week

Position Purpose: Reporting to the Clinic Manager, this exempt, full-time position is responsible for the management of the front office while assuring patient satisfaction by working as a team member with the front office personnel.

Responsibilities:

- Coordinates office schedules for providers; manages staff schedules and personnel performance; performs daily trouble-shooting of schedules with patients, staff, and physicians.
- Reviews daily MD/PA schedules to evaluate flow; patient flow/staffing needs; coordinates staffing issues with the Clinic Manager.
- Analyzes budget expenses relating to personnel, equipment, supplies, etc.
- Assures the highest standards of customer service are met by all team members.
- Assures patient satisfaction by working as a team member with all personnel.
- Demonstrates accuracy in recording all pertinent information in patient records.
- Demonstrates knowledge of management and leadership in carrying out office policies and procedures.
- Attends Supervisory meetings.
- Works with the Patient Finance Office to assure compliance with all billing policies and procedures; educates and trains front office staff on aforementioned policies and procedures.
- Demonstrates ability to perform proficiently as an Office Assistant and Clinic Assistant
- Demonstrates flexibility and professionalism; maintains open communication and a team-oriented work environment with all departments.
- Takes initiative and is a self-starter.
- Ensures OSHA and HIPAA Compliancy.
- Other duties as deemed necessary.

*Responsibilities are subject to change at any time based on the company need.

Prerequisites:

1. Graduate of accredited Medical Assistant School or combination of exp. & education.
2. Minimum of 3 years medical office experience.
3. Minimum of 3 years in a supervisory role.
4. Ability to communicate well at all levels.
5. Demonstrated ability to set a professional example, be flexible and office responsible.
6. Experience with PPO and HMO insurances.

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