

# Clinic Office Manager



The **Clinic Office Manager** oversees and coordinates daily clinic business operations and supervises clinic staff. Serves as resource to the medical staff, regarding clinic operations and helps facilitate the implementation of medical staff requests. Assists clinical staff with patient referrals. Helps with patient and administrative records filing, scheduling, and patient registration including gathering accurate demographic information.

## QUALIFICATIONS:

1. Bachelor's degree or equivalent experience is preferable, but a High School diploma or equivalent is required, at a minimum, **RN licensure preferred**.
2. Minimum of 2-5 years of prior clinic business office experience required.
3. Ability to communicate effectively and diplomatically within a multi-functional team.
4. Strong organizational skills and attention to detail.
5. Ability to successfully function in a fast paced, service oriented environment.
6. Experience in understanding and usage of computers, including the Microsoft Office suite, as well as the ability to learn applications relevant to the position.

Applications available at Clinic from desk, Human Resources or On-line.

**Please submit completed applications to the Human Resource Department only.**