



INTERLACHEN PEDIATRICS

Clinical Manager

Job description

The Clinical Manager is responsible for the patient care centered operations of a pediatric practice. The clinical manager oversees all clinical staff, RN's, LPN's, and MA's, that provide direct care or service to patients and is responsible for efficient and effective clinical procedures and practices at two locations.

Reports to: Administrator

Duties/ Responsibilities:

- Responsible for the management of a pediatric clinic nursing functions, including but not limited to patient flow, rooming and discharging of patients.
- Supervision of patient care and patient flow procedures as carried out by clinical staff.
- Responsible for various functions performed in these areas, such as phone triage, management of Florida Shots program, immunization and physical forms, ordering of medical supplies, maintenance of medical equipment, immunization programs, vaccine ordering etc.
- Responsible for the readiness of patient care areas such as stocking, cleanliness and proper sterilization of exam rooms.
- Develops and implements clinical protocols and procedures.
- Handles patient complaints regarding patient care or service in the offices.
- Works directly with practitioners regarding service issues, problem families, staffing and other day-to-day issues.
- Direct supervision of RN's, LPN's, MA's and Nursing Supervisor.
- Work in concert with other managers and staff to achieve common or overlapping goals.
- Projects and specific tasks as assigned by the Administrator.

Specifications:

- Minimum educational requirement of an Associate Degree, with a preference towards a Bachelor's Degree. Must have either an L.P.N. or R.N. license. Must have a minimum of 1 year experience in healthcare management, preferably in a physician practice management setting. Pediatric office setting is preferred but not required.
- Must have proven supervisory experience, balancing various positions and functions in a multi-disciplinary environment.

- Must have proven organizational skills; will be required to maximize the efforts of staff, increasing productivity and service to patients and practitioners.
- Must be experienced in the use of practice management software and Outlook. Must be knowledgeable in HIPAA, employment law, and other employment/operational regulations covering a medical practice.
- General knowledge and physical demands of the position include but are not limited to:

- Reading, Speaking, Writing English
- Good Communication Skills
- Frequent Walking
- Occasional Bending
- Frequent Standing
- Frequent Sitting
- Driving (must have personal transportation)
- Occasional Stretching/Reaching
- Constant Hearing/Seeing
- Constant Hand/Finger Dexterity
- Frequent Talking in Person
- Occasional Talking on the Telephone
- Occasional Hearing on the Telephone
- Frequent Use of Vision for Close Work

Job Type: Full-time

Salary: \$60,000.00 - \$80,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Medical specialties:

- Pediatrics

Schedule:

- Day shift
- Monday to Friday

Work Location: In person