

Medical Office Manager

About the job

Join our expanding team of Advanced Care Life Centers where we focus on providing optimal and complete patient care. This full time position utilizes a variety of medical skills and is in a fast-paced growing clinic.

PRIMARY RESPONSIBILITIES:

- reflect the core values of Advanced Care Life Centers LLC.
- provide leadership and management to clinic employees.
- Assist the Medical Director in achieving clinic goals.
- adhere to all agency policies, procedures, and business ethics codes and ensure that they are implemented and communicated to all employees.
- maintain and establish strong relationships with team and community members.
- This position is responsible for supporting the provider team in achieving clinical benchmarks and ensuring the smooth function of the medical assistant (ma) teams during clinic hours. Our ideal candidate would promote employee retention and provide encouragement and effective teamwork.
- perform all other functions and responsibilities deemed necessary for the successful operation of the clinic.
- Navigate patient care from front to back with seamless transitions.
- Work with other medical assistants and front desk personnel for excellent patient care.
- Forward facing position with high emphasis on customer service and multi-line phones.

EDUCATION/EXPERIENCE REQUIREMENTS:

- college degree preferred or equivalent work experience.
- four to ten years of related experience to medical and healthcare and work may be considered.
- must possess a valid driver's license.
- CCMA or LPN experience or certification preferred.

Job Type: Full-time

Pay: From \$50,000.00 per year

Benefits:

- Dental insurance
- Family leave
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Healthcare setting:

- Clinic
- Medical office

Schedule:

- 8 hour shift
- Monday to Friday

Ability to Relocate:

- Medford, OR 97504: Relocate before starting work (Required)

Work Location: In person