



## JOB DESCRIPTION

**POSITION: Office Manager**

Reports to: COO

### Responsibilities:

The office manager plans, organizes and directs the operation of the office; establishes policies, procedures, standards, and office objectives. The office manager demonstrates initiative, insight, and judgement in making decisions.

### DUTIES:

1. Provide leadership and direction to all office staff in accordance with administrative policies.
2. Counsel employees and implement disciplinary action as necessary according to severity of infraction utilizing RMG's personnel policies.
3. Collaborate with the Physicians in the development and presentation of staff development programs.
4. Evaluate the quality of office staff.
5. Serve as liaison between office personnel and medical staff. Supervise compliance of department personnel to safety, infection control, HIPPA, nursing and personnel policies and procedures.
6. Keep office personnel informed of changes affecting the office staff.
7. Hold staff meetings at least monthly. Staff meetings should include all physicians at least once quarterly.
8. Understand role/responsibilities in Emergency Action Plans and responds appropriately.
9. Maintains patient confidentiality acting as the HIPPA compliance officer for the practice site.
10. Maintains a controlled environment.
11. Maintains appropriate statistics / records.
12. Plan and oversee all daily office functions.
13. Review charts and records for completeness and accuracy.
14. Review all paperwork for completeness prior to Courier pick-ups.
15. Responsible for inventory control and ordering of office supplies.
16. Maintains Physician files and certifications (CV's, Medical Licenses, DEA #'s, etc...) and sends any credentialing paperwork to the Business Office Credentialing Department.
17. Maintains a solid understanding of all insurance's and third party billings.
18. Assists in the installation and repair of office equipment.
19. Assumes the responsibilities of any staff member who is unable to perform or is absent.

### JOB REQUIREMENTS:

1. B.A. or B.S. preferred
2. Supervisory experience or specialized training required.
3. Demonstrates leadership, organizational and communication skills.

### RELATIONSHIPS:

The Office Manager supervises all office staff.

The Office Manager reports to the Medical Director of the Office as needed

The Office Manager reports to the COO