



Tallahassee Orthopedic Clinic
The Team Behind the Team

Satellite Supervisor - Perry

POSITION SUMMARY

Oversee and coordinate the day-to-day activities of a multi-faceted medical practice to ensure a smoothly functioning office.

ESSENTIAL FUNCTIONS

- Oversee and perform a variety of clerical activities associated with patient registration, providing information to patients in a clinic registration area, scheduling appointments, obtaining required pre-certification and authorizations, and patient medical records
- Oversee workload and activities associated with assisting physicians with examination and care of clinic patients and maintaining office and surgery schedules for Physicians and Physician Assistants
- Plan, develop, and manage activities, workload, and special projects for the front office, appointment scheduling, pre-certification, clinical support
- Plan, develop, and manage the archives and security of patient records according to policies and procedures
- Oversee the planning and scheduling of work for Clinic staff, ensuring proper distribution of assignments
- Provide coverage for staff members, as needed
- Ensure adequate stock of instruments and supplies
- Communicate with staff to determine needs, goals, and necessary changes in systems or policies
- Recommend various personnel actions including, but not limited to hiring, performance appraisals, promotions, transfers, and vacation schedules
- Monitor hours worked by staff and approve leave requests
- Plan, develop and manage the educational programs and in-service training for all staff in assigned locations
- Conduct quarterly meetings
- Act as liaison with surgical facilities
- Responsible for advertising budget
- Perform other responsibilities associated with this position as deemed appropriate.

GENERAL COMPETENCIES DESIRED

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Strong leadership and team-building skills
- Knowledge of malpractice and legal issues relating to patient care
- Ability to plan, develop, and implement strategies and programs
- Ability to plan, organize, and coordinate special events
- Good PC skills especially with the various Microsoft Applications
- Strong oral and written communication skills
- Ability to multi-task, working simultaneously on multiple projects
- Exceptional customer service skills
- Knowledge of insurance plans and medical terminology
- Strong skills in team building and conflict resolution

PHYSICAL DEMANDS

Requires prolonged sitting, some bending, stooping and stretching. Required eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone. Calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Requires the ability to work under stressful conditions and/or irregular hours to meet deadlines.

CREDENTIALS DESIRED

Associate's degree with one to two years of relevant experience in a medical office, or an equivalency of five years of experience working with physicians in a supervisory role required. Valid Florida license as a radiology technologist and registration with the American Registry of Radiology Technology (ARRT) strongly preferred.