

Podiatric Practice Manager

Heartland Podiatry is looking for an experienced and compassionate manager to join our growing practice. The practice manager will play a key role in Heartland Podiatry's effort to maintain the highest standard of patient care and healthcare in the Greater Kansas City area. The ability to coordinate with physicians, business partners, and staff within Heartland Podiatry is necessary.

The Podiatric Practice Manager manages administrative and patient care functions of a podiatric practice including strategic planning, operations, finance, budget, and human resource management. The practice manager will be responsible for supervising the daily operations for 4 physicians, approximately 10 staff members, as well as the overall growth, development, and success of Heartland Podiatry's practice. **The individual in this role will cover 2-3 offices in the greater Kansas City area.**

Duties & Responsibilities

1. Manages the practice in correlation with the goals and objectives agreed with by the physicians; ensures that business strategies and new business services are developed and in alignment with current trends, market place and system goals.
2. Recommends, develops, and updates strategic long-range plans to support the practice's philosophy and goals. Informs physicians about current trends, problems, and activities in the medical field to facilitate policy making. Coordinates the long-range financial development and management of the organization.
3. Market the practice through web, social media and business to business referral marketing. Help to develop the practice; evaluate potential for growth in surrounding markets.
4. Assists with measuring practice success factors as they relate to strategies and provides input on new goal development and realignment based on findings using industry standards and market place standings.
5. Investigates new services and assists in performing cost benefit analysis, promotional development and determination of resources.
6. Supervises all employees with exception of Physicians. Directly responsible for: staff schedules, time off requests, interviewing and hiring of new staff, orientation and training, performance appraisals and feedback, and problem resolution. Participates in progressive guidance and disciplinary actions.
7. Interface with vendors, contractors and other medical organizations. Oversee billing staff, banking, AP and AR. Financial duties including billing insurance when needed, paying bills, facilitating collections, managing payroll, etc.
8. Prepares timesheets for payroll processing and submits within established timeframe to ensure that staff is paid correctly and on time. Assesses current and future staffing needs based on practice initiatives and strategic plans.

9. Monitor and analyze budget expenditures and income to increase profitability of the practice. Coordination of components to produce an accurate cost accounting report for the company.
10. Oversee proper functioning and maintenance of practice equipment and facility
11. Ensures compliance with all regulatory agencies governing health care delivery and the rules of accrediting bodies. Assures appropriate licensure, accreditation, and credentialing for all departments. Acts as the Corporate Compliance Officer for the organization.
12. Supervise patient flow and patient care, as needed and if necessary.
13. Represents the practice in its relationships with other health organizations, government agencies, and third party payers.

Job Requirements

- Preferred previous management/supervisory experience in a medical office.
- College degree required. Bachelor's degree in business administration, healthcare administration or related area is preferred. Master's degree is desired.
- Must be literate in computer systems with a background in software programs such as Microsoft Word, Excel, or Windows environment.
- Strong knowledge of financial administration to handle budgets and oversee billing, collections and payables is required.
- Knowledge and experience of medical office operations, billing, and finance is preferred.
- Genuine leadership ability with adaptability to conduct consistency through change
- Ability to evaluate talent and hold people accountable while maintaining high morale and productivity
- Experience must include strong marketing, direct response & social media experience

If interested please email resume to aweis@swbell.net