Clinic Administrator – Merced, CA
Catholic Healthcare West Medical Foundation

The Clinic Administrator is responsible for planning, directing and monitoring all clinic operations to achieve excellence in the delivery of patient care while creating a positive working environment for physicians and staff. Clinic is typically comprised of 6-20 physicians and 12 to 50 staff and is typically multi-specialty.

**Principle Accountabilities:**
1. Develop and implement strategic initiatives to improve the delivery of health care services within the clinic system, exceeding patient satisfaction & expectations, maximizing staff productivity and satisfaction, and achieving cost effectiveness.

2. Exercise leadership in working with physicians and providers to create an environment that enables them to provide the highest quality of patient care to patients.

3. Manage fiscal resources for assigned area(s) of responsibility to ensure financial targets are achieved.

4. Provide on-going staff development for continual improvement.

5. Lead the development, implementation and communication of policies, procedures and other operation issues with staff and fosters communications within areas of responsibility:

6. Ensure adherence of legal, organizational, and departmental policies and procedures.

7. Manage and continually improve employee and patient service/satisfaction

**Qualifications**
- BA/BS Required
- Requires medical office management experience of not less than 3 years; experience may be at Supervisory or Manager level
- Experienced in electronic medical practice systems including EMR (Touchworks preferred) and IDX or systems of similar scope and complexity
- Proven track record of managing change and leading teams to successful results/performance
- Demonstrated ability to provide coaching and development for subordinates to achieve individual and organizational excellence
- Ability to organize and set priorities to ensure that objectives are met
• Ability to establish and maintain cooperative working relationships with physicians and staff
• Experience in a leadership role including supervision and management of daily operating issues
• Ability to understand financial statements including the budgeting process and variance reporting
• Skill in working independently exercising sound judgment and follow through on activities

To apply to this position, please go to www.chwcareers.com, and search for Job # 89470.