



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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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.