## Practice Manager Job Description [sample]

Job Title: Practice Manager

Reports to: Medical Director

Job Purpose: The Practice Manager is responsible for day to day clinic operations, and clinic finance and administration. The Practice Manager is responsible to:

* Manage finance, including accounts receivable, payable, payroll, bookkeeping oversight, assisting the doctors in developing and maintaining a budget, financial reporting, banking, cash flow etc.
* Manage clinic inventory, including ordering medical and office supplies
* Develop and implement office policies and procedures
* Supervise office staff, including Medical Office Assistants and Billings Clerk
* Carry out Privacy Officer duties
* Maintain medical and staff human resource records in accordance with statutory requirements
* Manage clinic contracts, such as cleaning, sharps disposal, web maintenance, EMR, etc.
* Manage clinic facility, including overseeing cleaning, repairs and maintenance and security
* Manage inventory of patient information materials
* In consultation with the Medical Director, ensure clinic compliance with current healthcare regulations, medical laws and high ethical standards
* Oversee clinic schedule is maintained
* Provide advice on finance, human resources and other administrative matters.
* Monitor the clinic’s web and social media presence in accordance with the approved communication policy
* Other related duties as required.

**Hours and Location:**

* Works up to 40 hours per week at the clinic and occasionally at own office location.

**Skills and Abilities**

Proven work experience as a medical office manager

Knowledge of accounting, data and administrative processes and principles

Ability to handle medical records discreetly

Knowledge of medical issues and terminology

Excellent people, organizational and time-management skills

Ability to multi-task and perform well in stressful situations

Communication skills with a patient centred focus

Preferred: Degree or equivalent in Healthcare Administration, Business or relevant field