



Premier Surgical Associates, PLLC

**Job Description
OFFICE MANAGER**

Reports to: COO

General Summary of Duties:

Working supervisor in charge of all front office and clinical operations at the Premier Surgical Associates, PLLC, medical office. Responsibilities include telephone reception, scheduling and pre-certification of office visits and surgery appointments, patient check-in and check-out, management of medical records, coding and charge entry, employee hiring, termination and evaluation.

CLASSIFICATION: This position is classified as exempt from overtime pay under the Executive Employees Exemption under the U.S. Department of Labor Fair Labor Standards Act (FLSA). Primary duty is performance of management of physicians' office clinics. (added Oct 2014)

Job Requirements

- High school education.
- Demonstrated personnel management skills.
- Extensive knowledge of medical business office procedures.
- Skill in operating computers.
- Skill in establishing and maintaining effective working relationships with patients, employees and the public.
- Ability to recognize, evaluate and solve problems and exercise independent judgment.
- Ability to maintain confidentiality of sensitive information.
- A limited background in CPT and ICD-9 coding.

Typical Physical Demands

Work may require sitting for long periods of time; stooping, bending and stretching for files and supplies; lifting of files, paper and x-rays weighting up to 30 pounds. Requires hearing within normal range for telephone usage. It may be necessary to type and view computer screens for long periods. It is necessary to work in an environment which may be very stressful and where interaction with others is constant and interruptive.

Duties of Job (This list may not include all of the duties assigned.)

OFFICE MANAGER

- Manages all aspects of telephone reception, scheduling and pre-certification of office visits and surgery appointments, patient check-in and check-out, medical records storage and retrieval, clinical personnel and process, and medical transcription.
- Supervises and trains all assigned personnel.
- Serves as physician dispatcher. Knows how to reach physicians at all times.
- Opens and distributes mail.
- Updates daily rounding lists for physicians.
- Schedules physicians' CME meetings.
- Manages inventory of front office and medical supplies.
- Performs duties of all subordinates as needed.
- Performs related work as required.
- Coding and charge entry as needed.
- Ensuring timely and correct demographic and insurance information.
- Following and enforcing all billing and employee policies.
- Management of all costs and expenses of the assigned office.

Supervision Received - Reports directly to Chief Operating Officer.

Supervision Exercised - Medical Receptionists, Office Coordinators, Nurses.

PHYSICAL REQUIREMENTS:

Hearing: Adequate to perform the essential functions of the job.

Speaking: Adequate to perform the essential functions of the job, such as: clearly communicating instructions.

Vision: Visual acuity within normal limits.

Lifting up to: <input type="checkbox"/> 5 lbs. X 20 lbs. <input type="checkbox"/> 40 lbs. <input type="checkbox"/> 60 lbs. <input type="checkbox"/> Over 60 lbs. Pushing up to: X 25 lbs. <input type="checkbox"/> 50 lbs. <input type="checkbox"/> 150 lbs. <input type="checkbox"/> 250 lbs. Manual Dexterity: <input type="checkbox"/> Low X Medium <input type="checkbox"/> High	Average % of time during regular shift devoted to:				
	Standing X 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100	Walking X 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100	Squatting X 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100	Sitting <input type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 X 61-80 <input type="checkbox"/> 81-100	
Indicate % of time employee must perform each activity					
Repetitive Motion:					
Right hand <input type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 X 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100					
Left hand X 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100					
Right foot X 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100					
Left foot X 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100					
N/A <input type="checkbox"/>					
Bending:					

OFFICE MANAGER

Other: _____ _____ _____ _____	to waist	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	to floor	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A	<input type="checkbox"/>				
	Reaching:					
	to shoulder	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	above shoulder	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A	<input type="checkbox"/>				

I have received and read my job description.

employee signature _____ date _____