



Cow Creek Government Office

Position Description

Position Title: Clinic Operations Manager

Department: CCH&WC

Reports To: Clinic Director

FLSA Designation: Exempt

POSITION PURPOSE:

Provide and maintain a professional clinic environment.

ESSENTIAL FUNCTIONS:

- Provide direct supervision of front office staff (Patient Care Coordinators (PCC), Medical Records, and Outreach staff).
- Credentialing / Privileging / Insurance coordination.
- Clinic Facilities Management
- Purchasing and Inventory Coordination
- After-Hours call Coordination
- Routine Clinic Staff Management
- Improved Patient Care (IPC) and Quality Coordination
- Integrate health and safety as a value in how all work is conducted, by constantly striving to create a workplace that is healthy and safe for self and co-workers.

QUALIFICATIONS:

- High school diploma or GED. College preferred but not mandatory with appropriate experience.
- CPCS- Certified Provider Credentialing Specialist Preferred but not mandatory.
- Two years relevant, working experience in all facets of medical office management required.
- Working knowledge of office procedures, office equipment, IPC, Microsoft Office, computer and telephone experience and knowledge of government program rules and regulations.
- Must demonstrate proven effective interpersonal communication skills.
- Demonstrate the ability to work effectively with staff, local agencies and individuals from different cultural & ethnic backgrounds in a friendly and professional manner.

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

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1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?) **Continuous**

 2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?) **Occasional**

 3. **WALKING** – (Percent of time or hours per day? Surface? Distance?) **Occasional**

 4. **POSITIONS** – (Can worker change positions frequently? Occasionally?) **Intermittent**

 5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?) **Intermittent to none.**

 6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?) **Intermittent to none.**

 7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Intermittent**

 8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?) **Intermittent**

 9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?) **Intermittent**

 10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **NA**

 11. **CRAWLING** – (Surface? Frequency? Distance?) **NA**

ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE DATE

SUPERVISOR DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.