



JOB ANNOUNCEMENT

Office Manager

PS: Sr Mgr, Health Care – HCM013

Clayton County Health District 3-3

Clayton County, GA

Salary Range \$80,000.00 - \$90,000.00

JOB SUMMARY:

We are the Clayton County Health District (CCHD). We have an opening for a Medical Office Manager who will oversee the day-to-day operations of our medical facilities and keep our offices operating efficiently.

The Medical Office Manager will be responsible for managing administrative and billing staff, interfacing with providers and the clinical team, coordinating patient care when needed, managing office supplies & vendors, and ensuring compliance with regulatory requirements. The successful candidate will have strong communication skills, excellent organizational abilities, the ability to stay calm under pressure, and a proven track record of managing an office in a healthcare setting. Responsibilities will range from administrative and accounting duties to team development. We are seeking an analytical, adaptable and team oriented individual to join our team.

Primary Duties and Job Responsibilities:

- Manages the daily operations of the office.
- Supervises and supports the front office team.
- Coordinates with medical staff to ensure that patient care is seamless and efficient.
- Facilitates implementation of positive measures to create and maintain a healthy, productive work environment.
- Assists in establishing/implementing goals, objectives, policies, procedures, and systems for assigned areas.
- Oversees the clinic's billing and collections department, including ensuring that claims are submitted accurately and on time.
- Works closely with our EHR and Revenue Cycle Management (RCM) company to identify and resolve patient account discrepancies, inconsistencies and specific individual requirements.
- Compiles and forwards medical records in accordance with HIPAA guidelines
- Oversees key processes and performance reports, data, and analysis to ensure compliance and quality assurance; initiates corrective actions.
- Performs other duties as assigned.
- Disciplined, determined and dedicated
- Capable of multi-tasking
- Exemplary customer service skills and work ethic that demonstrates leadership by example
- Positive outlook

Minimum Qualifications:

Doctorate degree in a related field from an accredited college or university AND Three years of management/supervisory experience in health care services OR Master's degree in a related field from an accredited college or university AND Four years of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Five years of experience at the lower level Mgr 3, Hlth Care (HCM012) or position equivalent. Note: Some positions may require certification and/or licensure.

Preferred Qualifications:

- Excellent written and oral communication skills
- Knowledge of accounting principles
- Computer literacy and adept with MS Word and Excel
- Experience and proficiency with EHRs (Electronic Health Records)
- Analytical and resourceful problem-solving skills
- Excellent organizing and prioritizing skills
- Knowledge of HIPAA regulations

Application Deadline: UNTIL FILLED

SEND COMPLETED STATE OF GEORGIA APPLICATIONS AND/ OR RESUMES TO:

ATTN: HUMAN RESOURCES
CLAYTON COUNTY HEALTH DISTRICT
1117 Battlecreek Road
Jonesboro, GA 30236
Fax (678) 603-4873

CCHD is an Equal Opportunity Employer

The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.

Applicants chosen for employment will be subject to the following

**Criminal Background Check/Fingerprinting
Pre-employment Drug Screening
Reference Checks & Immunizations Required**

Benefits for Full Time Eligible Employees

- 13 State Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)
- Southern Federal Credit Union

For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>

Additional Perks

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.