



Orthopaedic Practice Manager

Inland Orthopaedic Surgery and Sports Medicine Clinic, PLLC is proud to be the Palouse's most established orthopaedic practice delivering exceptional orthopaedic and sports medicine medical care to our community. We are seeking a forward-thinking, goal-oriented practice manager who believes, as we do, that serving our patients is our greatest privilege and we feel very fortunate to be able to do so.

Job Summary:

The practice manager is a key member of our team and is responsible for managing the day-to-day operations of the clinics. They are responsible for the efficient, effective and safe management of the practice, and ensure the well-being of patients, doctors and staff, and that the practice runs smoothly and efficiently. This entails overseeing all of the administrative and business operation aspects of our clinics including financial management, operations management, human resource management, and facilities management. Anticipated start date January 2024.

Responsibilities:

- Managing the day-to-day operations of the practice.
- Hiring and supervising administrative staff.
- Onboarding new surgeons and clinicians and establishing schedules.
- Ensuring licensure and certification requirements are met for new and established surgeons and clinicians.
- Managing finances, including budgets, payroll, and contracting.
- Preparing financial reports, conduct financial analysis and monitor KPI for key trends and variances.
- Ensuring practice complies with industry regulations.
- Collaborating with hospitals and medical personnel to develop and assess new service lines.
- Working with outside facilities, including university training rooms ensuring successful flow of patient information, scheduling and treatment.
- Implementing EHR system (EPIC).
- Monitoring inventory and ensuring adequate stock levels maintained.
- Interacting with patients and addressing any concerns or complaints.
- Working as a team to ensure the practice runs effectively and meets objectives.
- Maintaining a safe, secure and healthy environment for the patient.

Qualifications:

- Degree in business management, accounting or related field.
- Management experience, preferably in the healthcare sector.
- Strong computer literacy.
- Leadership qualities, with good communication skills.
- Excellent organizational skills.
- Strong attention to detail.
- Solid understanding of finance management.
- Solid understanding of healthcare rules and regulations

Benefits:

Inland Orthopaedic Surgery offers a robust benefits package which includes:

- Medical, Dental and Vision Insurance
- Basic Life & ADD Insurance
- Long Term Disability
- 401 K Profit Sharing Plan
- Paid Time Off
- 7 Paid Holidays

To Apply:

If you are someone who shares our belief in fostering a collaborative and inclusive environment that values teamwork, professionalism and personal growth please apply today by submitting your cover letter and resume to ap@inlandortho.net. We look forward to hearing about your desire to join our team and contribute to the success of our practice.

Job Type: Full-time Exempt

Pay: \$75,000 - \$95,000 per year, DOE

*Inland Orthopaedic Surgery is a drug-free, alcohol-free, and smoke-free workplace.
If offered employment, passage of background screen and pre-employment drug screen is required.*