



<https://www.orthodonticexperts.com/job/clinic-manager-chicago-bucktown/>

Clinic Manager

Description

Our orthodontic organization is currently searching for a professional, compassionate, and knowledgeable individual to fill the position of Clinic Manager. The Clinic Manager will be responsible for the overall operations, development, and success of our orthodontic practice. In this important role, the successful applicant will act as an information resource and ambassador to patients, the general public, Orthodontists, and staff. If you have experience in a management role at a medium-sized dental or orthodontic practice, we encourage you to apply for this position.

Responsibilities

- Trains and supervises office personnel
- Manages the efficient and effective scheduling of patients and adjusts and needed
- Monitors no-shows and manages the necessary calls and re-scheduling
- Conducts sessions with patients for reviewing treatment and payment plans
- Monitors and ensures all systems used in the Office are operating to peak effectiveness
- Facilitates Office staff meetings to recognize team successes, communicate changes of policies and procedures, and plan the days and weeks' events
- Ensures compliance with regulatory procedures
- Handles patient complaints and provides feedback to Providers/Assistants on issues related to clinical matters
- Equipment and supply ordering and/or issues
- Clinic Reviews
- Completes monthly, quarterly, and annual operation checklist
- Provide weekly and monthly reporting to leadership
- Create training materials coordinating with other managers to ensure consistency
- Coordinate training for clinic staff
- Coordinate and facilitate monthly meetings for clinical staff
- Maintain patient data according to regulations and company policies
- Ensure that records are stored securely and in compliance with privacy and security regulations
- Take responsibility for the appearance and functionality of the office
- Maintain facilities and equipment in accordance with hygiene and safety regulations including OSHA
- Monitor and maintain the office budget
- Participate in marketing events
- Dental visits with the operations team
- Other duties as assigned

Qualifications

- Bachelor's degree preferred
- 1-2 years management or supervisory experience, preferably in healthcare
- Computer Proficiency
- Google Suites/Microsoft knowledge

Hiring organization

Orthodontic Experts

Industry

Dental/Orthodontics

Job Location

1654 W North Ave, Chicago, IL, 60622, United States

Working Hours

Monday & Tuesday 10:00 am – 6:00 pm
Wednesday & Thursday 9:00 am – 5:00 pm
Friday 8:00 am – 4:00 pm
1-2 Saturdays Month 7:40am- 1:00 pm
Some Holidays
Open to traveling maximum of 25%

Base Salary

\$ 40,000 - \$ 60,000

Date posted

September 10, 2020

Valid through

30.11.2020

Personality Traits

- Critical thinking
- Conflict management
- Negotiation skills
- Motivation
- Personnel development
- Attention to detail
- Ability to build rapport
- Great communicator

Job Benefits

- 401(k)
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance