



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

Clinic Manager

Description

Orthodontic Experts is a busy and fast-paced orthodontic office. We are looking for the best of the best to join our team; with 14 offices in the greater Chicagoland area and 2 offices in Colorado. This year we are on track to open additional offices!

We currently have an exceptional operations staff and are on the search for a Leader that can guide, empower and support the new Skokie clinic team.

Responsibilities

- Manages the efficient and effective scheduling of patients and adjusts as needed
- Monitors no-shows and manages the necessary calls and re-scheduling
- Conducts sessions with patients for reviewing treatment and payment plans
- Demonstrated experience in and knowledge of scheduling systems
- Monitors and ensures all systems used in the Office are operating to peak effectiveness
- Has experience building and overseeing a medium to a large team of direct reports
- Trains and supervises office personnel
- 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

Job Benefits

- 401(k)
- Dental insurance
- Disability insurance
- Employee assistance program

Hiring organization

Orthodontic Experts

Employment Type

Full-time

Industry

Dental/Orthodontics

Base Salary

\$ 45,000 - \$ 55,000

Date posted

July 17, 2021

Valid through

30.11.2020

- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance