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# Example of Ambulatory Care Job Description

Our company is hiring for an ambulatory care. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for ambulatory care

* Initiate, develop and implement administrative and other procedures to enhance patient and employee satisfaction, patient flow, revenue capture, clinic quality, and population health targets
* Conduct analyses and execute plans for operational improvements
* Hire, train, evaluate and develop staff
* Prepare, monitor and manage billing and other fiscal activities including the monitoring of charges and collections and initiate corrective action where necessary
* Act as administrative liaison with centralized or external agencies
* Develop and implement site based policies and procedures
* Resolve operating problems, patient and employee complaints
* Provide leadership through leveraging the knowledge and skills of staff
* Support local experiments and team learning
* Pilot new care models to support Practice Transformation goals in striving to achieve value-based care delivery to populations

## Qualifications for ambulatory care

* Previous Ambulatory/Medical Practice experience preferred
* Residents making application to the residency program must participate in and adhere to the rules of the Residency Matching Program (RMP) process
* 1 year ambulatory care experience preferred
* Extensive knowledge and experience with Local/Regional Life Care Planning Initiatives and be expected to significantly contribute to its development throughout KP Orange County
* Responsibilities may also include oversight of other departments, including Chaplaincy, Complex Patient Care, and other departments to be determined
* Knowledge of specialty care clinic practice management including patient care workflows and processes