



Example of Access Manager Job Description

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Our innovative and growing company is looking to fill the role of access manager. 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 access manager

- Manage and build schedule templates within Epic
- Monitor staff daily productivity
- Help implement workflows to improve and streamline process
- Strive for an exceptional patient and provider office experience as they interact with the pre-access team
- Maintain and deliver timely performance scorecards, for quality and production, to all staff on a weekly basis
- Develops operational budget
- Manages operational budget and records / explains variances and identifies / shares opportunities to increase budgetary effectiveness
- Recruits, interviews, and selects staff to fill Patient Access staffing resource requirements
- Develops and oversees orientation, initial training programs, and ongoing education for staff
- In collaboration with system-wide Patient Access VP, establishes and meets department goals for productivity, quality, customer service, collections and solutions

Qualifications for access manager

- Collaborate internally in order to shape public policies on access
- Academic level, minimally a Master degree in Life Sciences

- Able to demonstrate strong capabilities to work in a complex matrix structure with different functions and brands including integrated Market Access approach among Market Access disciplines
- Experience in the business negotiations and group presentations
- Demonstrated ability to work across diverse cultural, social, political boundaries