



# Example of Clinic Manager Job Description

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Our company is looking to fill the role of clinic manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinic manager

- Responsible for proactive management of coding department to ensure daily submission of properly coded fee tickets to the regional business office
- Of the assigned MMTP clinic site
- Maintains high level of customer service to all internal and external customers by communicating performance standards and expectations to clinic staff, coaches, mentors and develops staff, administering customer satisfaction surveys and responses to them and orient and train staff on specific clinic work processes
- Maintains patient confidentiality in accordance with university and departmental policy
- Designs, executes, and maintains effective system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded and financial information is reliable
- Integrate new information and processes quickly and lead others toward defined objectives to assure organizational alignment with strategic goals
- Work closely with the Residency Leadership team to ensure current system structures support and are congruent with the organizational mission and core values of Swedish
- Lead staff, clinic management, and committee meetings
- Directs the business, technical and nursing support activities of a medical clinic
- Oversees the administrative functions of the clinic including operations, marketing, facilities, finance, human resources, and planning and

## Qualifications for clinic manager

- Demonstrated 3 - 5 years of clinical office supervisory experience
- Working knowledge of clinical operations and practices
- Exhibits working knowledge of excellent customer service
- Working knowledge and experience of human resource management to include hiring, mentoring, performance management, training, and discipline
- Exhibits working knowledge and experience of electronic medical records
- Experience in ordering supplies and managing inventory