



Example of Medical Office Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of medical office manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical office manager

- Maintains appropriate staffing levels
- Assists in developing, implementing, and revising policies and procedures to assure that everyone within their office adheres to the high standards of patient care expected
- Demonstrate knowledge of approved and investigational products within the therapeutic area(s) and is able to apply that understanding to all related activities
- Collaborate with the FM Operational team members to evaluate new innovative technology platforms, assist in developing system requirements and streamline processes
- Oversee reporting capabilities and quality assurance
- Manage FM tracking platforms to collect metrics and ensure team productivity goals are on track
- Participate in Medical Matrix meetings for Immunoscience
- Collaborate with Region Associate Directors (RAD) and Region Executive MSLs (REMs) on the development and execution of aligned priorities
- Prepare team communications, field insight summaries, and project updates
- Participate in the insights review and evaluation process across Medical functions and apply to MSL/CEL tactics and initiatives

Qualifications for medical office manager

- Fully understands the hospital infections control program and how it relates

- Hears and resolves patient complaints
- Customer Focus - Understands and satisfies customer needs
- Technical Skills – Knowledge of medical terminology
- Demonstrates understanding of patient accounting principles in managing large volume