



Medical Practice Administrator

Six physician private orthopedic surgery practice in Santa Rosa, California is seeking a full-time Practice Administrator to oversee the clinical and business operations of the practice. The Practice Administrator reports to the Physician Owners.

The Practice Administrator will also oversee the fiscal operations of the building's LLC.

Essential Functions (Redwood Orthopaedic Surgery Associates):

- Provide leadership in developing, planning and implementing the clinic's business plans in conjunction with Physician owners
- Recommend, develop and implement operational improvements for the practice
- Create and implement organizational policies and procedures
- Coordinate and facilitate physician recruitment and on-boarding
- Supervise and manage 20+ staff and all clinic activities
- Manage recruitment, development and performance evaluation of employees
- Oversee fiscal operations including daily accounting, budgeting and financial reporting
- Manage accounts payable
- Manage payroll for staff and physicians
- Oversee and manage billing and collection processes
- Maintain and update employee handbook
- Ensure compliance with all regulatory requirements, including HIPAA, OSHA and Medicare. Initiate appropriate changes when necessary.
- Ensure all licensing and credentialing is current for physicians and clinical staff.
- Serve as a liaison between the hospitals, health plans and insurance companies.
- Oversee IT environment and ensure systems are stable and operational
- Communicate effectively with staff, physicians and patients
- Maintain strictest confidentiality.

Essential Functions (Building LLC):

- Oversee fiscal operations including daily accounting and financial reporting
- Manage accounts payable
- Oversee building maintenance, repairs and special projects

Qualifications:

- Minimum of 3 years medical office management experience, preferably in Orthopedics
- College degree in Healthcare/Business Administration – Masters preferred
- Ability to manage multiple demands

Benefits:

- Medical/Dental/Vision coverage
- 401K
- Profit Sharing
- Paid Time off

If interested in this position, please send cover letter and resume to:

Karen Weddle @ kweddle@redwoodorthopaedic.com