



Practice Manager - Dermatology & Mohs Surgery

Colorado Center for Dermatology & Skin Surgery – Centennial, CO & Longmont, CO

Colorado Center for Dermatology & Skin Surgery is a physician-owned and -led dermatology practice that exists to serve patients and the community through personalized and exceptional care. We provide care to patients through medical dermatology, Mohs micrographic surgery, cosmetic dermatology, and clinical research. We are seeking an experienced practice manager who is excited to be part of our growing practice and help us further this mission.

The ideal candidate must have significant experience managing day-to-day operations, human resources, finances, customer service, compliance, IT, and administration details of a busy medical practice. Additionally, the ideal candidate will build strong rapport with team members and patients, enjoy taking on challenges, be resourceful and a strong problem-solver, multi-task and manage time effectively and efficiently, and aspire to long-term success and opportunities to grow within the practice. Experience in dermatology and familiarity with a fast-paced medical office is strongly preferred.

Responsibilities of this full-time position would include:

- **Operations:** Lead, manage, and provide accountability for daily office operations, workflows, and communications; optimize provider, patient, and team calendars and schedules; work with front and back office teams to ensure a seamless patient experience; manage, maintain, and ensure adherence to our standard operating procedures.
- **Human Resources:** Responsible for recruiting, hiring, onboarding, team member development, disciplinary actions (up to and including termination), training, meetings, and recognition. Manage and administer payroll and benefits, monitor compliance with employee handbook, process required employment paperwork, and support human resources needs of the practice.
- **Finances & Analytics:** Handle accounts payable, budgeting, internal accounting responsibilities, and monthly financial reporting. Liaise and coordinate with tax accountant. Track analytics and prepare all reports to review with the executive team.
- **Credentialing:** Manage and handle all provider credentialing and enrollment.
- **Customer Service & Front Office:** Lead team to provide excellent customer service. Responsible for patient satisfaction, front office workflows, team schedules and overtime, and training. Fully trained and able to serve as front office back-up and catch-all.
- **Compliance:** Oversee office policies and ensure compliance with contracts and all applicable laws and other requirements, including MIPS, HIPAA, and OSHA compliance.
- **Administration & IT:** Oversee and manage general office and administration, marketing and business development, website, and IT infrastructure. Responsible for general office supplies, vendor relationships, facilities, and physical assets. Oversee confidential and sensitive information. Stay abreast of and communicate updates with our EHR and practice management software to ensure our team is optimizing usage of our technology.
- **Retail Inventory:** Oversee ordering and inventory of retail products, set promotions to increase sales, and facilitate product and aesthetic sales.
- **Special Projects:** Assist and support Medical Director and Business Director in all business line operations.
- **Flexibility:** Day-to-day responsibilities and hours may vary based on practice and patient needs.
- **Culture:** Work closely with the physicians and business director to foster and maintain a positive culture that prioritizes “people-first” while striving for excellence in all areas of the practice.

Qualifications:

- Bachelor’s degree in Business or Healthcare Administration, Organizational Development



Communication, or similar area is strongly preferred; MBA or advanced degree is a plus.

- Significant experience in leading team(s) to accomplish goals while maintaining high morale. Proven track record (minimum of 3 years) of effectively developing team members in a healthcare context and coaching them to succeed in their positions.
- Demonstrated ability to optimize resource utilization (time, talent, and finances).
- Quick learner who can efficiently process and digest information to effectively problem-solve.
- Excellent verbal and written communication skills. Consistently responsive using multiple forms of communication.
- Comfort and experience with medical revenue cycle management and insurance claim process, financial reporting, basic bookkeeping, accounting, and financial reporting.
- Adept at learning and utilizing technology, including EHR, practice management software, G-Suite, Mac computers, spreadsheets, and other computer-based and online tools.
- Cares deeply about advancing the Practice's vision, mission, and values. Our core values are help first, personal excellence, expert-mindedness, genuine enthusiasm, and creative cooperation.

Job Locations:

- We currently have offices in Centennial, CO and Longmont, CO. This position is based in Centennial, CO but will require site visits to Longmont, CO and other potential locations as identified.

Application Instructions:

- An interested candidate should send a (i) cover letter introducing yourself and your qualifications, (ii) resume, and (iii) compensation requirements to: [hiring@coloradodermatology.com](mailto: hiring@coloradodermatology.com)
- Please submit application as soon as possible. Position open until filled.

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