



Job Posting

Title: Clinic Manager

Base Salary Range: \$72,000 - \$76,000 plus benefits

FTE: Full-time, Exempt

Our Mission: The Mission of South Central Family Health Center is to improve the quality of life for the diverse community of inner-city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multicultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

General Summary: The Clinic Manager will train patient services staff on functions of financial screening/eligibility for all programs in conjunction with the billing department; ensure that patients are processed in a timely and accurate manner; actively participate in patient flow committee; provide monthly work schedules to staff; conduct performance management and evaluations for staff; stay abreast and implement various program changes; compose and submit reports as needed/required; attend trainings, workshops and seminars.

- Responsible for all functions of Patient Services including intake, outtake, financial screening/eligibility.
- Responsible for selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, and appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Train staff on all programs, including PPP, EAPC, CPSP, Family Pact etc.
- Monitor clinic flow and works with Clinic Director, lead MA, and providers to ensure that patient move effortlessly through the clinic.
- Active member of patient flow committee and attend meetings as scheduled.
- Review and render a determination on PSR grievances.
- Active involvement in the planning and improvement of systems in all areas under responsibility.
- In conjunction with the Clinic Administrator, coordinate audits and ensure compliance with all contractual and regulatory mandates.
- Work on special projects when directed by a supervisor or member of senior administrative staff.
- Respond swiftly and professionally to supervisor and administration regarding issues and concerns with front office personnel and systems.
- Attend board of director meetings at the request of supervisor or senior administrative staff.
- Attendance and punctuality is essential in order to provide quality of care to patients, face-to-face interaction with patients, and to work with provided healthcare equipment collected at clinics.
- Maintain Medical Record integrity that meets all Federal HRSA, State and County Health Department, and all other governmental and public/private audit requirements.
- Maintain and keeps updated on all HIPPA and patient medical record privacy practices, including preparation and implementation of all patient medical record privacy notifications.

Qualifications and Requirements:

- AA Degree or equivalent required.
- AA Degree or equivalent work experience required



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- BA Degree or equivalent work experience preferred
- High School Diploma required
- Require knowledge of office equipment, medical terminology, customer service, and some medical billing experience.
- Demonstrate knowledge of safety, infection control & emergency policies and procedures.
- Three (3) years of clinical experience with primary health care clinics, FQHCs, and preferred.
- Preferred experience with OSHA Safety/Environmental guidelines and regulations
- Must be able to communicate effectively, in English/Spanish both verbally and in writing.

Top benefits or perks: As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company

Contact/application information:

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>