

Career Center

Operations/
Practice Managers

Posted: February, 2021



JOB TITLE: Chief Executive Officer (CEO)

JOIN OUR TEAM

Santa Rosa Orthopaedics (SRO) is searching for a **Chief Executive Officer (CEO), Medical Practice** for an Orthopedic Surgery Specialist Group located in Santa Rosa, California. The Chief Executive Officer will join an established team with a long history of providing state of the art care to our community. Our current team includes 10 Orthopaedic Surgeons, 3 full-time Physician Assistants, 4 Physical Therapists and Extenders, and 2 full-time Hand Therapists and Extenders. Candidates must be passionate about efficiency, designing and implementing company systems and implementing dynamic growth. This will be an on-site position.

COMPENSATION

The hiring salary range is **\$130,000 to \$150,000** annually.

BENEFITS

SRO offers a generous and competitive benefits package including profit sharing, health, dental, vision and more.

SELECTION PROCESS

For more information contact: deborah@allthebestconsult.com.

Confidential inquires should be directed to the email above or to (707)321-3228.

Maintains library of information/tools related to documentation guidelines and coding

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Operations/ Practice Managers

- Supervises billing office personnel, which includes work allocation, training, and being available for staff needs; motivates employees to achieve peak productivity and performance
- Provides, oversees, and/or coordinates the provision of training for new and existing billing staff on applicable operating policies, protocols, systems and procedures, standards, and techniques
- Coordinates team member time off in a manner that does not negatively impact necessary daily functions.
- Other duties as assigned by the Operations Manager and/or Practice Administrator

GENERAL RESPONSIBILITIES:

- Performs all duties and responsibilities in an efficient, team-oriented manner.
- Accountable for being knowledgeable and understanding of all aspects of the billing and coding staff duties to include:**
 - Entering patient demographics and insurance information
 - Verifying patient eligibility and benefits for upfront collection on unmet deductibles and co-insurance
 - Responsible for reviewing operative reports within three business days of procedure/surgery
 - Enter charges accurately according to insurance payers/contracts
 - Submitting clean claims by attaching necessary documentation for payment
 - Follow-up on electronic claims and paper claims
 - Posting insurance payments to patient accounts
 - Submit all secondary claims when necessary
 - Refund money owed to patient or insurances
- Conducts self in a manner that reflects a positive representation of the company, and encourages others to do the same.
- Observes strict patient confidentiality in dealing with patients.

EDUCATION and/or EXPERIENCE:

- Associates degree, preferably in business administration or related field; Bachelor degree preferred. 7+ years of medical insurance/healthcare revenue cycle experience will be considered in lieu of the degree.
- Medical coding certification
- Minimum of 3 years medical insurance/healthcare billing and collections experience in a medical practice or health system, with a deep understanding of medical billing rules and regulations. Orthopedic preferred.
- Two years supervisory or management experience preferred