

## **Clinic Operations Manager**

All Things HR, LLC specializes in providing out-sourced human resource management services. Our purpose is to provide high-quality human resource management services to clients in need of HR support and direction (on-site or off-site).

We are searching for a **Clinic Operations Manager** for our client, Dr. Attaman PLLC., located in Bellevue. This full-time Clinic Operations Manager will provide operational leadership, oversight and guidance for all duties related to the management of their Bellevue Clinic. They are a physician-owned and directed organization providing interventional pain management procedures to their patients. They offer specialized pain reducing injection procedures that help patients regain function and cease using pain medications. They do not prescribe chronic opioid medications. They have a special interest in regenerative biologic therapies such as bone marrow concentrate and platelet rich plasma injections. They are the only Regenexx-affiliated clinic in Washington. The entire staff is committed to providing the highest quality medical care that is appropriate to the needs of their patients. They provide this care with compassion and consideration for the comfort and concerns of those they serve.

### **The successful candidate will have:**

- 3+ years of managing a clinic or healthcare office setting with 2+ years' experience as a Supervisor and/or Manager.
- Bachelor's Degree preferred and/or equivalent combination of education and experience.
- Proven ability to train, develop and mentor a team.
- Strong understanding of the ethics of confidentiality.
- Ability to apply sound judgment in complex areas or issues.
- Ability to navigate and work in an ambiguous setting.
- Excellent verbal and written communication skills.
- Self-motivated and independent thinker with the ability to work in a fast-paced environment.
- Proficient with Microsoft Office programs.

### **Key responsibilities include:**

- Manage clinic operations and activities to ensure efficiency and quality service within all sections of the clinic.
- Ensure compliance with regulations and with clinic standards of quality patient care and patient confidentiality.
- Manage fee, credit and collection procedures; ensure that clinic accounts and invoices are accurate; expedite processing of delinquent and/or inaccurate accounts/invoices.
- Collaborate with Physician Owners in the planning and development of Dr. Attaman PLLC. Management policies and procedures, as well as clinic-specific procedures and programs. These may include medical support systems, marketing, infection control and billing procedures and/or others to increase and maintain patient volume and satisfaction.
- Manage all aspects of clinic employee management including payroll, selection, training and staffing.
- Ensure the effective development and implementation of benefit programs, HR policies and procedures.
- Organize and facilitate regular staff meetings to discuss methods for improving customer service and efficient/safe operations.
- Prepare, recommend, and monitor clinic budget, goals, and objectives taking into consideration input from all clinic staff.
- Special projects and other duties as assigned.

**Amazing Benefits**

This position offers a highly competitive compensation package including paid time off and 401k plan.

**How to apply**

Our client is looking for a strong Clinic Operations Manager that demonstrates passion, dedication and a patient-centric focus at all times. If this position sounds like you, submit your cover letter, resume and salary requirements to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).