NORTHEAST
ORTHOPEDICS AND SPORTS MEDICINE

Office Manager
Airmont, NY

Northeast Orthopedics and Sports Medicine has several Orthopedics practices in Rockland, Orange and Westchester counties. We currently have an exciting opportunity as **Medical Office Manager** based out of our Airmont, NY medical office.

Responsibilities:

- Provide employees with the necessary support and tools to perform their job
- Maintain open line of communications with patients, providers and employees
- Manage staff PTO requests and reconcile their time cards for payroll
- Coordinate physician, physician assistant and surgical schedules
- Manage the staffing by keeping current with the physician ever changing schedules
- Manage cash flow, checks and credit card payment
- Prepare and deliver journals fully reconciled
- Task appropriate staff with any billing inquiries regarding patients or providers
- Set up appropriate workflows to ensure all required demographics are entered and benefits verified
- Reconcile BREG, manage inventory of medical and office supplies
- Know various roles and responsibilities to fill in as needed.

Requirements:

- Minimum of three years' experience as a Medical Office Manager in a multi provider medical practice setting.
- Computerized EMR scheduling, knowledge of medical terminology and medical office procedures experience is a must.
- Ability to multitask effectively to changing demands.
- Knowledge of all HIPAA and OSHA protocols
- Spanish is a plus
- Must have excellent communication and listening skills
- Ability to multi-task, Patient Focus, Time Management, Attention to Detail ability to work independently with little supervision.
- Must be a team player.

Interested candidates should email their resume to mgarabed@neosmteam.com.

NEOSM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.