



Position Title: Practice Administrator

Compensation: \$35.00 - 45.00 per hour based upon experience

Year-end bonus opportunities based on performance

Practice Administrator Position Description

True North Physician Agency is seeking an experienced practice administrator that has the drive to be the lead practice administrator for a start-up Management Service Organization (MSO) for True North Physician Agency. This individual will create a new culture that will cultivate and grow team members, support providers with exceptional collaboration, and ensure patients receive extraordinary care and communication. The practice administrator will work closely with the President and provide regular and timely communication on operations of the clinics under their leadership.

Practice Administrator Duties and Responsibilities

- Lead operations at one to three medical offices
- Manage employees and work with HR team to ensure employee compliance
- Organize team schedules
- Collaborate with medical providers to ensure needs are met for patients
- Ensure quality measurements are being measured, captured
- Lead out on one improvement project quarterly
- Focus on regulatory compliance of staff and office
- Monitor patient access is readily available

Requirements

- Experience with Microsoft Office (Excel, Word, Outlook)
- 3-5 years successfully managing a medical practice
- EMR experience
- Bachelor's degree (preferred)
- Good written and verbal communication skills
- People management skills are critical
- Detail-oriented with strong organizational skills

Benefits

- \$35.00 - 40.00 per hour based upon experience
- Additional training and certifications
- Paid Time Off
- Bonus opportunities – Year-end bonus opportunities based on performance

Expected Weekly Hours: 40 hours

Status: Full-time - Exempt