

**Private OB/GYN** practice is seeking an experienced, team-oriented Medical Practice Administrator.

Partners in Women's Healthcare provides services in South Central Pennsylvania with locations in Lemoyne, Harrisburg-Union Deposit, and Carlisle. Our practice consists of 7 Physicians, 4 CNMs, and 4 CRNPs.

This position reports directly to the managing partners and collaborates closely with them to achieve long-term organizational goals. The Practice Administrator is responsible for daily management and operations to ensure optimal department efficiency and profitability as well as patient, provider, and employee satisfaction. Responsible for program implementation, practice and operational quality improvement, and financial/budget reporting. The Practice Administrator will partner effectively with the Providers, Management Team, and Staff to implement programs to attain the highest levels of patient focused care, provide leadership and direction within all aspects of practice activities to ensure accomplishment of organizational objectives.

**JOB TYPE:** Full-Time, Salaried, Exempt, 40+ Hours/week.

**RESPONSIBILITIES (include but not limited to):**

1. Financial Management and Reporting.
2. Creation and maintenance of Budgets, AR, AP, and Payroll
3. Human Resources Management
4. Vendor and Insurance Contracting
5. Data Analysis
6. Strategic Planning
7. Legal
8. Marketing and Community Relations

**EDUCATION:** Associates degree or higher in Medical Business Administration from an accredited institution.

**QUALIFICATIONS/EXPERIENCE: (2-5 Years Experience)**

1. Minimum of 5 years' experience as a Medical Practice Administrator preferred.
2. Minimum 2 years' experience working with Intuit QuickBooks.
3. Minimum 2 years' experience in Human Resource Management.
4. Knowledge of Financial Management and Data Analysis.
5. Strategic Planning and Project Management Skills
6. Knowledge of Medent EMR/PM preferred.
7. OB/GYN experience preferred.
8. Basic knowledge of medical terminology and processes.
9. Attention to Detail.

**BENEFITS:**

1. 401K
2. Health
3. HSA
4. Dental
5. Vision
6. Life & Disability
7. PTO

**WORK LOCATION:**

Lemoyne office - In person w/ability to travel to satellite locations on a prn basis.

**SALARY:**

\$67,000 - \$75,000 / year

**\*\*Salary is negotiable based on experience and background.**

**\*\*Certified Medical Practice Executive (CMPE) a plus.**