

Vacancy Info:

Attention Line

Experienced Practice manager for a well established GP Practice

Vacancy Type

Administration - Management

Position Title

Practice Manager

Description

Position Description

- This great team of health professionals are looking for a Practice Manager to take the reins and grow the potential of this well-established GP Clinic .
- The Practice Manager's role is to oversee the operational management and forward planning of the practice to ensure it runs efficiently and effectively.
- A key part of this role is identifying opportunities to enhance the service provision to patients, inspire the team to continue in growing the reputation of the clinic, and navigate the team to excel.
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- To provide direction, supervision, support and recognition of staff activities and promote collaboration, cooperation and teamwork through effective leadership and management strategies.

Essentials Description

Required Knowledge and Experience

- Previous experience of 3 or more years in General Practice in supervisory role.
- Experienced at Best Practice software and Practice Accreditation.
- Ability to use clinical administration systems, as well as Microsoft Office software for data analysis and reporting purposes.
- Advanced communication skills both verbal and written.
- Manage a team of administrative staff, nurses and Doctors
- Manage the day-to-day operations within the practice
- Ability to work well under pressure in a busy environment; **prioritise tasks** and ensure that critical tasks are completed in a timely manner.
- Highly efficient and organised, and able to work effectively with minimal supervision, both independently and as part of a team.

- Manage the delivery of quality customer service including driving the complaints resolution process
- Prepare the practice for accreditation including developing, updating and implementing policy and procedures
- Schedule and co-ordinate meetings for all levels of communication within the practice
- Make sure all billing is completed correctly, including Medicare, Private, DVA & Workers Compensation
- Financial reporting, including managing outstanding debtors.
- Ability to identify Marketing and Promotional ideas
- Leadership and team-building experience.
- Ability to effectively train and mentor staff
- Ensure compliance with organisational policy and procedures and statutory obligations.
- Ensure practice achieves continuous improvement

Description of Facilities

- Well established Mixed billing General practice with 6 part time doctors with training registrars.
- We offer you a warm and friendly work environment and the opportunity to use your experience and skills to make a difference.

Description of Benefits

- **Benefits and perks**
- Work in a collaborative and friendly environment delivering outstanding patient care.
- Competitive salary package
- No Weekend work, Working hours between 8-5 pm.
- Working for a supportive organisation that rewards high performance
- Located near a beach