

TITLE

Clinic Manager

SUPERVISOR

Assistant Director, Medical Imaging

STATUS

Permanent, full-time position

LOCATION

St. Catharines – 589 Lake Street

Direct reports: 8-10

RESPONSIBILITIES

- Manage & develop administrative staff – reception, bookings, e-Imaging/filing – includes related HR functions (recruitment, performance management, recognition) and related documentation
- Manage the administrative workflow, assess workflow issues and make recommendations
- Support and monitor internal controls around A/P, A/R, OHIP billing
- Manage inventory of all clinic supplies
- Monitor and report Clinic Metrics with respect to patient volumes, cases, other statistics
- Resolve patient complaints/take patient feedback
- Manage clinic schedules & account for daily workflow
- Participate on QA committee and in audits
- Facility management
- Build relationships with referring physicians through follow-up, visits and ongoing marketing
- Support in accreditation of clinic and of technologists
- Lead/participate in projects as discussed with Directors

REQUIRED QUALIFICATIONS

- Completion of post secondary education preferred or equivalent experience
- Additional coursework/certification in medical office admin or related courses mandatory
- Experience working in a medical office or other healthcare related environment is preferred
- Minimum of 5-7 years of professional work experience
- Proven leadership, motivational and negotiation skills required
- Previous experience in a people management role required



Medisys Human Resources

A healthy career.

- Commitment to the highest standards of patient care
- High level of computer proficiency and experience with MS Office Suite
- Superlative verbal and written communication skills required
- Demonstrates effective decision making skills
- Demonstrates sound judgment, integrity and flexibility while managing change
- Exceptional organizational, time management and delegation skills required
- Ability to work in a fast paced environment while managing multiple priorities
- Ability to analyze workflow, make recommendations and implement best practices

PLEASE SEND YOUR RESUME AND COVER LETTER TO THE HUMAN RESOURCES DEPARTMENT VIA E-MAIL AT JOBS.TORONTO@MEDISYS.CA

Committed to employment equity, Medisys encourages applications from the four designated groups as identified in the *Employment Equity Act*. Accommodation will be provided in all parts of the hiring process as required under the Medisys Accommodation Policy. Applicants are required to make their needs known in advance.