Clinic Business Manager

Job Code 50033035

General Description
Responsible for directing and administering all financial related business, office management, staff management of the Speech-Language-Hearing Clinic, the Texas State Sleep Center, and the Physical Therapy Clinic in coordination with clinic directors and chairs.

Examples of Duties
- Manage administrative duties of the clinics.
- Monitor and analyze individual clinic revenues and expenditures, prepare reports.
- Serve as supervisor and time administrator employees.
- Process health insurance with proper coding and billing.
- Access utilize and maintain electronic medical record (EMR) system for scheduling and clinical operations as directed by clinic directors and chairs and maintain HIPAA compliance.

Knowledge, Skills, and Abilities
Knowledge of:
- Account reconciliation; cash handling; accounts payable and receivables; bookkeeping practices; accounting principles and practices; financial management; business applications; HIPAA Privacy, Security and Breach Notification Rules; FERPA guidelines; electronic medical records systems (EMR); insurance billing, coding, compliance, and Medicare/Medicaid.

Skill in:
- Supervising others; communicating effectively with others; troubleshooting; time management; operating a personal computer and related software.

Ability to:
- Prepare clear, concise and grammatically correct reports, letters and memos; prepare budgets; provide clear and professional communication; establish and monitor budget; perform intermediate math; analyze and interpret written instructions, policies and materials.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements