

Practice Manager

Doral Health and Wellness is a multi-specialty facility based in Brooklyn. We pride ourselves on providing high-quality care to the Brooklyn, New York Community.

We are looking for an experienced **Practice Manager / Medical Office Manager** to join our team.

Learn more about us by visiting our website at <https://doralhw.org/>

New Location:

Bushwick, Brooklyn (Bilingual Spanish preferred)

331 Knickerbocker Ave
Brooklyn, NY 11237, USA

Duties and Responsibilities

- Manages, oversees, and facilitates clinical and regulatory activities around medicine programs
- Lead the working group to maintain system-wide standards and guidance
- Serve as liaisons between hospital-based ambulatory care and community-based ambulatory care sites
- Train staff at sites on our platform and alternative patient care communication options
- Work with our IT team to troubleshoot day-to-day technology problems
- Understand our platform, texting, video, secure messaging technology and interoperability
- Build Telemedicine metrics and pull reports on outcomes data
- Lead interdisciplinary working group with Facility, IT, and DSRIP relationships
- Develop telemedicine workflows, and standards of work to ensure high adoption and compliance
- Assist with recruiting, developing, and optimizing partners to ensure a successful implementation
- Progress and outreach to patients via marketing efforts.
- Coordinate Care Management staff, supporting telemedicine to provide the necessary backup support to care teams.
- Support telemedicine innovation efforts and expanding the scope of implementation.
- Develops, evaluates and manages budget for the Telehealth program.

Qualifications:

- Previous experience of 5 years or more in healthcare administration or other related fields
- Familiarity with medical billing procedures
- Strong organizational skills

- Ability to thrive in a fast-paced environment

Compensation:

- Competitive salary and benefits package
- Health insurance
- Paid time off
- Holiday Pay
- Dental Insurance
- 401(k)
- Vision insurance
- Life insurance
- Disability insurance
- Other