

Medical Office Manager – Full time (38 hours)

Care Net is looking for someone who can give our patients and visitors a positive experience from the moment of first contact. Candidates should possess excellent written and verbal communication skills and be able to multitask. They will be responsible for providing assistance to patients and others who are reaching out to us by phone, text, and email. They will assist other staff with office related tasks as needed.

Candidates must be professional, polite and attentive to detail, proficient with computers and general office tasks. Most importantly, the Medical Office Manager will have a genuine desire to help those in need.

Medical Office Manager Responsibilities:

- Screening phone calls and routing callers to the appropriate staff member or external resource
- Scheduling patient appointments
- Greet and assist visitors and patients
- Checking patients in to their appointment and setting up their medical file
- Keeping statistics and generating reports
- Ordering office supplies
- Oversee the seamless functioning of the office environment
- Assist with logbooks and setting up trainings to maintain Accreditation Standards

Medical Office Manager Requirements:

- Bachelors or Associates degree or experience in a related field
- Computer experience, proficiency with Windows and Microsoft products, database software, electronic communications and internet applications are necessary.
- Willingness to become familiar with issues and medical terminology related to women's health
- Ability to maintain confidentiality
- Ability to work independently with limited supervision
- Be in full agreement with Care Net's Statements of Principles, Purpose and Faith as well as our Mission and Values Statements.

Please send your resume and cover letter to kristinef@carenetdane.org

No phone calls please