



<https://www.halostaffing.com/position/medical-office-manager-needed-for-busy-ob-gyn-medical-office/>

## Medical Office Manager

### Description

Great opportunity to join a busy and professional Ob-Gyn medical office

Fountain Valley, CA

Are you an experienced Medical Office Manager looking for a challenge and an opportunity to advance your career?

If you are a friendly, but tenacious individual with strong operational leadership experience, we have the perfect job for you!

### Responsibilities

Oversee medical service activities and personnel

Plan and coordinate patient schedules

Keep budget in check

Order medical and office supplies

Design and implement office policies and procedures

Supervise and lead office staff

Oversee and manage all paperwork for patient care, medical compliance and all levels of reporting

Ensure positive collaboration between doctors and nurses

Supervise cleaning staff and coordinate maintenance activities when needed

Arrange informational materials for patients

Keep inventory records

Ensure adherence to healthcare laws, rules and regulations

### Qualifications

Previous working experience as a Medical Office Manager for 3 years

Degree in Healthcare Administration, Business or similar relevant field

Hands on experience with accounting and administrative operations

In-depth knowledge of medical procedures, operations and terminology

Excellent organizational and time-management skills

### Hiring organization

Halo Staffing Group

### Employment Type

Full-time, Temporary to Permanent

### Beginning of employment

02/17/2019

### Duration of employment

Long Term

### Industry

Healthcare/ Medical Office

### Job Location

92708, Fountain Valley, Orange County, California

### Working Hours

8:00 AM to 5:00 PM

### Base Salary

\$ 45,000 - \$ 55,000

### Date posted

February 13, 2019

### Valid through

February 28, 2019

Outstanding communication, interpersonal and leadership skills

Customer service orientation

**Job Benefits**

Great benefits and long term opportunity