



IDAHO SPORTS MEDICINE INSTITUTE™

Job Description

Requirements

- Ability to efficiently lead all aspects of clinic operations in accordance with organization policies and procedures.
- 5+ years medical office experience.
- BS or BA preferred - Healthcare or Business Administration
- Excellent financial management skills.
- Proficiency in practice management software, electronic health record software, and Microsoft Office.
- Comprehensive knowledge of QuickBooks

Essential Functions

Accounting:

- Maintain both Operating and Leasing companies accounts, coordinating with ISMI's accountant on a monthly basis.
- Accounts Payable for both ISMI Operating and Leasing companies.
- Quarterly use tax reporting and payment.

Accounts Receivable:

- Responsible for daily bank deposit including verification of all EFT, cash, check, and credit card deposits against Practice Management System (PMS) to ensure all insurance and patient payments are posted and reconciled to both systems.
- Issue patient refunds from ISMI Operating account and post in PMS.
- Prepare monthly production reports from PMS for physicians' review.

Human Resources:

- Maintain all personnel files.
- Prepare agenda, facilitate quarterly all staff meetings, and provide meeting summary to all staff.
- Coordinate and maintain employee benefits package which includes Health, Dental, Vision, HSA, LTD, Aflac, PTO, 401k
- Assist department leads with recruiting and retention.
- Coordinate with department leads for department staff review process, employee concerns, and performance incentives. Review wages with physician board for annual or cost of living increases.
- Authority for hiring and termination of employees.

Payroll:

- Collect and review timesheets for accuracy.
- Verify time off requests and update PTO spreadsheet.
- Enter employees' monthly hours in QB Assisted Payroll, submit payroll, pay liabilities, and other associated bills.
- Maintain all payroll records.

Retirement Plan:

- Upload all Deferral, SHNE, and Profit Sharing contributions to Empower portal.
- Provide staff with required annual notices.
- Provide 401k packets to eligible participants for entry date.

Clinic Administrator

Job Information

Days: Monday - Friday
Hours: Dictated by workload
Starting Salary: DOE

Reports To

Physician Leadership

Working Conditions

While performing the duties of this job the employee is occasionally lifting/carrying up to 20 lbs. Employee may also occasionally pushing/pulling up to 20 lbs. The noise level is occasionally moderate, and frequently quiet. Work includes sensory ability to talk and hear. Work in this position also includes close vision, distance vision, peripheral vision and depth perception. Employees will sit, stand, walk, reach and grasp. The work environment will include inside conditions.

Credentialing/Applications/Licensure:

- Maintenance of all insurance, networks, and facilities credentialing for ISMI Group and all individual providers.
- Assist providers with required licensure requirements; BOM, BOP, DEA.

Contracting:

- Maintenance and negotiation of all insurance contracts.

Fee Schedules:

- Responsible to update Standard, Workers Compensation, and DME fee schedules reviewing network and major payer allowances. Maintain DME and Supplies Excel spreadsheet, in PM and EHR systems, as well as in QuickBooks

Compliance:

- Oversight of clinic compliance, coordinating with HIPAA Privacy and Security Officer.
- Oversight of clinic safety officer to ensure OSHA compliance.
- Coordinate annual equipment electrical inspection as well as any equipment repairs.

Mail Processing

- Open and route all incoming mail to appropriate staff member or department.

Secretary of the Board of ISMI and ISMI Leasing

- Responsible to prepare agenda, facilitate meetings, and record minutes for board approval.
- Maintenance and safekeeping of governing legal documents.

Facilities Management:

- Point of Contact for Boise State University Building Maintenance through Athletics Dept as well as RFQ for janitorial contract with BSU Purchasing. Submit repair and supplies requests to Athletics.
- Maintain working relationships with outside contractors, maintain contracts and monitor costs. Routine walk through of clinic looking for cleanliness and needed repairs.

BSU Parking and Events:

- Coordinate with BSU Parking for Employee Parking Decals. Coordinate with Parking for Events that require office closure.

Marketing:

- Coordinate with providers and established business partners, i.e.: Bronco Sports Properties and Fast Turtle regarding marketing contracts.

Process Improvement:

- Identifies and analyzes policies and procedures for improvement and efficiencies.