



Immediately Available Job Position:

Health Services Manager

Job Duties:

- Manage equipment, supplies, personnel and resources.
- Analyze and organize clinic operations and procedures such as preparation of payrolls, filing and requisition of supplies.
- Execute clinical policies, billing, insurance and initiate action to enhance patient care programs.
- Formulate procedures for protection, retrieval, transfer and disposal of records.
- Examine and resolve complaints from staff, patients and physicians; improve staff – patient interactions.
- Manages clinical research management including data collection, analysis and monitoring of study subject.
- Prepares application process, requirements, develop strategic plans for protocols.
- Supervise research protocols, analyze and interpret research data and provide management reports.
- Coordinate clinical activity with all clinic employee and physicians by developing guidelines for specific clinical responsibilities, implement solutions, policies and procedures that improve workflow and services and reduce costs.

Minimum Requirements:

Bachelor's Degree in Medical Technology or any related field. Foreign education and/or work experience equivalency acceptable.

Days/Hours:

Full-time; M-F; 40 hours per week

Employer Contact Information and Job Location:

House of Orthodontia, PLLC
122 Atlantic Avenue
Brooklyn, New York 11201