

# Career Center

## Operations/ Practice Managers

### The Stone Clinic

Posted: 2/2023

The Stone Clinic provides world-class biologic and robotic surgery, injection therapy, elite sports medicine, and rehabilitation. At The Stone Clinic, we don't just care for our patients – we transform them into "Athletes for Life." We build strong relationships that last a lifetime by tailoring every aspect of their treatment recommendation, recovery plan, and rehabilitation protocols, which are designed to meet each patient's specific goals and concerns to help them become Fitter, Faster, Stronger than they were prior to injury. Learn more about us at: [www.stoneclinic.com](http://www.stoneclinic.com)

#### The Role at a Glance

- Management and oversight of all business operations of The Stone Clinic. This position ensures the efficiency and success of the clinic by implementing effective administrative, financial, human resource, and clinical operations procedures.
- Competitive compensation that is commensurate with experience and education, and reimbursement for continuing education courses.
- Comprehensive benefits including medical, dental, vision, and life insurance with 100% of the employee premium paid by the employer, simple IRA retirement plan with matching contribution, HSA/FSA, generous PTO allowance, paid holidays.
- Conveniently located in the gorgeous Marina District of San Francisco with unlimited free parking
- Collaborative team environment

#### What You'll Do Each Day

- Understand and manage all daily business operations of The Stone Clinic including Athena EMR and other database systems to support a healthy revenue cycle and provide the highest quality in patient experience and clinical care.
- Recruit/hire staff members, implement staff development/training programs, monitor staff productivity/efficiency.
- Maintain facility accreditation, business licensure, and physician credentialing for admissions/surgical privileges.
- Support our patient care team in answering complex questions whether they are about coding and billing, insurance, financial considerations or clinical procedures.

#### Your Skills

- 3 – 5 years of medical practice management experience
- Detailed understanding of EMR and medical billing (Athena Health and orthopaedic experience a plus)
- Experience in human resources, including recruiting and employee management
- Highly skilled in providing written and verbal communication that is clear and professional
- Well-versed in Microsoft Office Suite, Google Suite, and Adobe
- Adept at remaining focused and calm in fast-paced environment and ability to multi task
- Enjoy attention to details while managing the big picture

#### To Apply

Please email your cover letter and resume to us at: [stoneclinicjobs@gmail.com](mailto:stoneclinicjobs@gmail.com); please put "Office Manager " in the subject line.

**Contact Person:** Karen Sollar

**Email:** [Karen@stoneclinic.com](mailto:Karen@stoneclinic.com)

**Phone:** 415-563-3110

#### Benefits

Comprehensive benefits including medical, dental, vision, and life insurance with 100% of the employee premium paid by the employer, simple IRA retirement plan with matching contribution, HSA/FSA, generous PTO allowance, paid holidays.

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Practice Managers

## Exciting New Job Option — Orthopaedic Practice Manager

Posted 8/2022

Solo practice orthopaedic surgeon seeking office manager for golden opportunity to help run entrepreneurial adventure in Folsom.

Stunning suburban office location, flexible work hours, attractive pay and benefits.

Please contact directly for details.

Robert Slater, MD.

Email: [rslater96@gmail.com](mailto:rslater96@gmail.com)

Cell: (916) 204-5939.