

## Practice Manager - Consulting Suites

Healthscope • Geelong VIC 3220



Not provided



Work type  
Full time



Contract type  
Not provided

### Job details



Date posted  
**14 May 2022**



Expired On  
**13 Jul 2022**



Category  
**Healthcare & Medical**



Occupation  
**Hospital Administration & Patient Services**



Base pay  
**Not provided**



Work type  
**Full time**



Job mode  
**Permanent**



Industry  
**HEALTH CARE PROVIDERS & SERVICES**



Sector  
**PRIVATE BUSINESS**

### Full job description

#### The Geelong Clinic - Consulting Rooms Team Leader

The Geelong Clinic is a private psychiatric hospital that offers a range of inpatient, day programs and outreach services for individuals experiencing mental health problems, located on the outskirts of Geelong within close proximity to spectacular coastal attractions. The Geelong Clinic has a number of accredited Psychiatrists supported by a skilled multidisciplinary team of nursing, allied health, administration and domestic services staff. The hospital is a 73 bed facility and has recently undergone some exciting renovations and expansions. We also offer free car parking onsite and a variety of staff benefits.

#### Team Leader- Full Time Position

An excellent opportunity exists for a highly motivated and suitably qualified individual to join our Administration team. This position is responsible for the management and leadership of the general practice with the aim of meeting agreed standards in patient care, human resources and budgetary management. The applicant must demonstrate an excellent customer-service focus, a keen eye for detail and the ability to multi-task.

#### As the Team Leader your responsibilities will include:

- The day to day running of the Private Consulting Suites
- The provision of accurate and timely financial and practice data
- Development of organisational systems to maximise productivity in the practice
- Development of the staff to ensure a client service culture
- Ensure the accurate and timely billing of accounts to insurers and/or third party payers and promptly following up overdue debt
- Liaising with peers in other Healthscope run private practice consulting suites to improve efficiency of staffing and activities when necessary

#### Desirable Competencies/Qualifications include:

- Experience in a medical centre
- Strong knowledge of medical practice IT systems (Zedmed would be an advantage)
- Full awareness of scope of practice parameters for practice staff and psychiatrists
- Positive and professional attitude with a focus on teamwork
- The ability to effectively make decisions, manage difficult situations and problem solve
- Exceptional customer service skills
- Excellent communication skills and attention to detail
- Ability to meet required deadlines with effective organisational skills
- Experience in mental health highly desirable

**Applications close:** 27 May 2022

**Enquiries and Applications to:** Bree Hinkley, Finance Manager - 03 5240 0700 or

**To Apply:** Please click on the 'Apply' button to be taken to our online application form. Please include a cover letter and your CV along with the contact details of 2 professional referees.