

Position Title: Clinical Manager

Organization: Blue Ridge Ear, Nose and Throat

Location: Boone, NC

Job Description:

1. Serves as “working manager” of Allergy Department and staff
  - Responsible for allergy treatment plans
  - Mixes vials of antigens as ordered by physician
  - Uses appropriate method to administer allergy therapies
  - Documents reaction (if any) to allergy treatments in patient’s medical record
  - Educates patients about symptom management and treatment
  - Must be able to perform any and all job duties in this work area
2. Supervises ENT Back Office\* Supervisor
  - \*Back Office consists of the phone nurse, surgery scheduler, medical assistants and scribes who support the ENT physician and non-physician providers.
    - Ensures that providers have adequate staff support, clinical documentation, care coordination, and prescription management.
    - Serves in direct supervisory role in the absence of ENT Back Office Supervisor.
3. Develops and coordinates the activity of a cohesive team of skilled clinical staff by the selection and development of subordinate staff.
4. Maintains a safe work environment by ensuring compliance with OSHA standards, facilitating periodic training for all employees and monitoring staff adherence to safe workplace practices.
5. Ensures compliance with accreditation bodies that relate to CT diagnostic studies (e.g. IAC). Coordinates and Implements Policies and Procedures related to these studies.
6. Ensures compliance with patient confidentiality and HIPAA; complying with privacy and security requirements, ensuring staff compliance with all HIPAA policies.
7. Supports medical revenue/profitability goals by implementing systems to obtain best pricing for products and supplies; optimizing use of EHR to ensure proper coding and documentation-reviewing contracts and maintenance agreements as needed.
8. Updates professional knowledge and technical skills by maintaining certification/licensure required for the position; maintaining membership and participating in professional associations; attending meetings and participating in continuing education activities.

**Requirements:**

RN licensed in North Carolina. At least five (5) years' clinical experience in a medical group practice setting with at least two (2) of those years in a supervisory capacity.

**Salary/Benefits:**

Competitive salary commensurate with experience. Benefits plan that includes relocation assistance, employer purchased health insurance, generous holiday and paid time off plan, and employer-matching 401(k) plan.

**Please Respond to:**

[www.clinicalmanagerjob@blueridge-ent.com](mailto:www.clinicalmanagerjob@blueridge-ent.com)