



Job Situation

Medical clinic working with many professionals. Using various computer applications. Staff evaluations and reviews. Selecting suppliers

Weekly Hours of Work

40

Overtime

As required

Monthly Salary

\$4,000

Student Loan – Owing

0

Student Loan – Monthly Payment

0

Duties

Hire and train office staff. Adherence to all laws and regulations. Maintain patient records. Oversee financial records. Provide patient education materials.

Prospects

Medical Administrator. Primary Health Organization Manager. Department Director. Medical Insurance Companies

Job Title

Medical Clinic Manager

National Occupational Classification (NOC)

0311

Job Description

Your day starts early at the clinic. You are the first one there and probably the last one out on most days. You and a couple of your staff help you open the clinic and get it ready for the day. Signing on to the computers and checking your email and messages is the first thing of many things that you do in the mornings. You are in charge of the day-to-day operations of the clinic and you've got it running like clockwork.

One of your responsibilities is to make the schedule of everyone in the clinic. You receive everyone's requests for time off and their availability and you have to make sense and a schedule out of it. It isn't easy but organization comes to you like second nature and everyone is always pleased by the outcome. You help out the secretarial staff by scheduling patients for appointments. You also take patient complaints and solve the situation quickly. You can always be counted on to quickly solve problems before they escalate.

You have several people working under you now and you really don't mind that extra responsibility. You kind of like being the boss. You make sure that the administrative and medical support staff is on track and following clinic procedures. You are also in charge of security and privacy of the clinic. Making sure that patient doctor confidentiality is kept and insuring that all staff members sign a waiver saying they will not talk about patients. You hold weekly meetings to keep everyone updated of the changes and to see if there are any concerns with the staff.

Cleanliness and safety are your main concern. Making sure the staff is taking the proper precautions is part of your daily duty. You check the quantity of supplies with the help of some of your staff and then go to your office to place an order. Next you check the books; making sure the clinic is spending money wisely. It is a rather large job but everyone thinks you have been doing an excellent job and well so have you.