



Healthcare Leadership Network *of the Delaware Valley*

Job Title	Practice Manager - Neurology
Company	Einstein Healthcare Network
Contact Person	Tracy K.
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E-mail Address	Kedziert@einstein.edu
Website Address	www.einstein.edu/jobsearch
Description of Company	Einstein Healthcare Network is a private, not-for-profit organization with several major facilities and many outpatient centers. Our primary mission is to provide compassionate, high-quality healthcare to the greater Philadelphia region.
Description of job (Please limit to a maximum of 8 lines)	Neurology - Practice Manager opportunity for Einstein Healthcare Network. Join our neurological experts! We offer innovative care and comprehensive rehabilitation for acute stroke patients, as well as challenging cases that require specialized neurological care like brain and spinal cord injuries, reoccurring seizures, and brain infections. This position will be responsible for supervising and coordinating all of the support functions of the Department of Neurosensory Sciences. This includes Neurology, Neuro-Ophthalmology, Ophthalmology and the Optical Shop; supervising all front and back office operations; and handling confidential and/or sensitive administrative matters which requires good judgment in decision-making.
Minimum Requirements	BA required 3 - 5 years of Office Manager training and experience required Knowledge of medical terminology, CPT and ICD 9- CM coding preferred Office Manager Certification preferred.
Hours	
Salary	
Benefits	