

ADAPT RECHARGE

Title: Clinic Manager

Reports to: Co-founder

Pay: \$40,000 - \$42,000 SALARY + COMMISSION

Schedule: Full-Time (5, 8- hour shifts)

Job Summary: The ADAPT Recharge Manager will be primarily responsible for maintaining a clean efficient clinic, facilitating good communications between customers and staff, accurate scheduling, and effectively working with all aspects of the customer's visit and clinic operations including budgeting and billing. This person may also be involved with management of staff and therapists, and many other aspects of the organization.

Major tasks and responsibilities:

- Greets customers and visitors in a pleasant and professional manner.
- Verifies and updates insurance and demographic information.
- Completes accurate registration and scheduling in our scheduling system.
- Receives and processes customer payments at time of service.
- Reviews and has consent forms signed and scans insurance card.
- Notifies medical staff of customers arrival.
- Answers the telephone in an appropriate, professional, and courteous manner and directs calls and/or takes accurate messages.
- Maintains appointment schedule for therapists and clinic. Handles rescheduling of client appointments in a courteous manner.
- Explains customer prep instructions and procedure information if required.
- Assists with medical billing and records.
- Maintains appearance of reception area and waiting room, maintains coffee/beverage/snack stock.
- Retrieves, sorts, and delivers interoffice and incoming mail.
- Assists with resetting treatment rooms after clients use, including restocking necessary items, cleaning frequently touched surfaces.
- Assists with clinic laundry including washing, folding, stowing.
- The team member is accountable to maintain skill proficiency, including improvement where deemed necessary, and upgrading any additional or new skills required for the position.
- Recognizes and complies with legal, regulatory, accrediting, and procedural requirements related to area of responsibility.
 - Protects customer and team member privacy and only accesses customer and/or team member related information as needed to perform job duties.
 - Assists with marketing events, special activities, and community involvement activities.
 - Manages day-to-day activities of other staff and therapists.

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- • Other duties as assigned.

Mandatory Meeting Schedule:

- ADAPT Team meeting - Monthly
- Recharge Team meeting - Monthly
- Recharge Administrative- Weekly

Compensation:

- 5 PTO + 5 REMOTE
- UNLIMITED GYM ACCESS
- 5% NEW SALES
- KPI BONUSES
 - #SESSIONS
 - REVENUE

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- Weekends as needed

How to apply:

Send an email to info@trainadapt.com with your resume and cover letter for this position. We will get back to you as soon as it is reviewed with next steps.