

VIRTUAL PRACTICE ADMINISTRATOR - NORTHEAST REGION

Department: Operations, Quadrant Virtual Care Management LLC

Reports To: Chief Operating Officer

COMPANY

Quadrant Virtual Care Management's mission is to expedite Autism Spectrum Disorder diagnoses and facilitate earlier access to evidence-informed and individually tailored interventions. We are launching an exciting new platform to increase community access to expert opinion for caregivers searching for answers about their child's social development or for primary care physicians who understand the importance of early ASD diagnosis, but are not equipped to diagnose ASD in the primary care setting.

JOB SCOPE

We are seeking a practice administrator with excellent leadership and interpersonal skills who is passionate about improving pediatric health outcomes in a rapidly evolving and innovative telehealth space. This person would be involved in all aspects of practice operations including: daily operations; payer contracting; physician credentialing, scheduling and onboarding; revenue cycle management oversight; as well as working closely with the leadership team regarding staff recruitment, hiring and strategic development.

KNOWLEDGE, SKILLS AND ABILITIES

- Interested in expanding access to care for families and children
- Demonstrates leadership skills based on a growth mindset model
- Efficient, hardworking and self-motivated
- Compassionate and approachable, with a history of outstanding rapport with families and colleagues
- Ability to effectively manage everyday tasks associated with a physician network and support staff
- Possesses initiative with the ability to research and implement new ideas effectively
- An excellent communicator, with verbal and written skills required to interact effectively with all departments, clients, and insurance contractors
- Understanding of Medicaid and Commercial insurance as it relates to in-network and out-of-network services
- Flexible and interested in innovative virtual environments that require frequent participation in quality improvement changes to optimize workflow and product usage
- Ability to prioritize and work in a fast-paced environment with ease and professionalism to assist in the growth and expansion of the virtual network

WORK ENVIRONMENTS AND HAZARDS

This position requires sitting for extended amounts of time with a majority of the tasks requiring typing at a computer station and receiving, making, or participating in video/audio calls.

This may be a remote position. Remote employees will provide, at their expense, a secure, dedicated work area and are responsible for maintaining their work area in a safe, secure, and nonhazardous condition at all times.

PHYSICAL DEMANDS

This position is mainly a stationary position involving sitting most of the time but may involve walking or standing for brief periods of time.

QUALIFICATIONS

- Bachelor's degree or equivalent experience
- 3-5 years of clinical practice management experience OR completion of healthcare administrative residency/fellowship program
- MPH or MHA is a plus
- Experience in pediatrics preferred
- Previous experience with payer contract negotiations in addition to revenue cycle management oversight

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