

Practice Manager

Would you like to work with a collaborative and professional team where you are valued for your work and contribution?

Are you **organized, hard-working, a nature leader** and good at **multitasking**?

Consider applying for a position at Learning Solutions. We are looking to hire a diligent practice manager to run the business operations of our practice. This position is a vital role in the daily operations of Learning Solutions and you will be responsible for hiring and training administrative staff, managing payments, billing and insurance, organizing records, and ensure that our practice provides good client care.

About Learning Solutions

Learning Solutions is an interdisciplinary psychoeducational assessment practice in Northampton, Massachusetts. We work with children, adults, and families in need of support for a range of educational, psychological, and cognitive needs. We pride ourselves in having a collaborative environment with professionals who love their work. We are a women-owned business, and all members of our team are valued for their contributions.

About the Position

To be successful as a practice manager, you should be highly organized and self-motivated. Top candidates will also have great leadership and interpersonal skills, be able to balance multiple fluctuating priorities at once, and be committed and dedicated to following through on projects and implementing strategic changes. Previous experience in health care and business/administration is necessary.

Job Responsibilities:

- Managing the day-to-day operations of the practice
- Hire, train, and monitor administrative staff
- Managing insurance claims and reimbursements, including benefit coverage, communication with clients, and pre-authorizations
- Co-coordinating school contracts and legal contracts, including invoicing and scheduling
- Overseeing billing, client payments, and payment plans
- Establishing and implementing effective workplace procedures
- Ensure policies and best practices are ethical and within governing bodies' standards, including privacy law and other regulations
- Manage and organize patient records using electronic medical record program (Therapy Notes)
- Manage clinician and staff schedules
- Manage client scheduling
- Assist in human resources responsibilities
- Monitor inventory of testing materials and office supplies and replenish as necessary
- Coordinate with Leadership Team

- Maintain and update website

Job Requirements:

- Degree in business management, health care administration, or related field
- Bachelor's Degree required; master's degree strongly preferred
- Prior experience in related role or medical reception, office management, medical billing and accounting, or other administrative role
- Strong verbal and written communication skills
- Excellent analytical and problem-solving skills
- Solid understanding of finance management
- Excellent organization and time management skills
- Understanding of health, safety, and privacy standards in the mental health industry
- Professional with leadership qualities and good communication skills.
- Strong computer literacy
- Good at managing stress and working in high-paced environments
- Cultural-competence, trauma-informed, and neurodivergent affirming
- Good sense of humor a plus

Competitive salary with generous benefits package (including health insurance and retirement) commensurate with experience and skill set. Introductory period for 3 months, after which employee is eligible for salary increase. Regular reviews and raises are expected.

Apply by sending your resume, salary requirements, and a letter of interest to rcurrierubin@learningsolutionsls.com. No calls please [that is why we want to hire you].