

HealthSystems Job Description

Role: Physician Practice Management Trainer

Essential Functions (Responsibilities):

- Provide onsite customer focused training to medical office billing personnel and office staff at customer locations throughout the Southeast US but focused in Georgia and Alabama.
- Provide classroom training on medical practice management software - GE Centricity Physician Office – Practice Management (formally Millbrook)
- Enhance and refine existing training courses and methodologies of adult learning in Practice Management and EMR.
- Develop and maintain training materials and documentation of training process.
- Be a thought-leader and drive best practices within the organization.

Qualifications/Requirements:

- Bachelor's degree in computer science or equivalent work experience, business administration or a related field.
- Three to Five years of medical billing/office administration experience with demonstrated competency in implementing new practice management software in medical offices of all sizes
- Great familiarity with Windows, Windows Applications and PC's.
- Excellent Interpersonal, Problem Solving skills and follow-up skills required.
- The ability to demonstrate adult learning techniques in a medical office setting.
- Willingness to travel 75% of the time.

Desired:

- 1 + years GE Centricity Physician Office - Practice Management (Millbrook) experience strongly desired.

General:

We offer a competitive salary, outstanding benefits package and the professional advantages of an environment that supports your development and recognizes your achievements.

We are an Equal Opportunity Employer.

