

## Medical Office Manager Advocate

San Diego County Medical Society  
5575 Ruffin Road, Suite 250  
San Diego, CA 92123  
858-565-8888

Job Title: Director of Medical Office Manager Support  
Dept: Membership  
Reports to: CEO  
Status: Full-time 40 hours a week – Exempt status  
Benefits: Full benefit package  
Start date: Early to mid February  
Salary: \$45,000 to \$55,000 annual

### Job Description:

- An independent thinker with a “can-do” attitude who will provide exceptional support to the staff of more than 1000 small and medium sized medical offices.

### Responsibilities and duties include but are not limited to:

- Full spectrum support for SDCMS physicians’ Office Managers and staff:
  - Provide information in response to medical office manager’s inquiries on medical, billing, legal, reimbursement and office issues.
  - Be the “Go-to” resource for San Diego County medical office managers.
  - Write a monthly Office Manager article for the San Diego Physician magazine.
  - Plan, prepare, execute and follow-up Office Manager and physician training seminars and webinars.
  - Attend occasional evening and Saturday committee meetings (average 1-2 per month)
  - Provide support for invoicing and dues collection.
  - Maintain database accuracy
- This position description identifies the major responsibilities. It does not include all aspects of the position such as the potential duties assigned by the CEO and the requirement for flexibility in helping others for the organization’s overall benefit.

### Characteristics:

- Works superbly in a close-knit team environment!
- Accurate and creative.
- Works well under pressure and meet deadlines.
- Strong organizational skills and ability to multi-task within deadline.
- Capable of improving processes and developing new ones.

## Medical Office Manager Advocate

### Qualifications:

- Advanced skills in Word, Excel, PowerPoint and Outlook. Knowledge of Access and Microsoft Project highly desired.
- Type 50 wpm minimum with a thorough knowledge of standard typing and business document layouts with the ability to write effective correspondence, memos and reports.
- Strong Internet literacy preferred.

### Education/Experience:

- 5+ years Medical Office Management experience is required.
- Medical billing and coding experience preferred.
- Electronic Medical Record experience preferred.
- Bachelor's degree preferred.

### Additional Information:

The San Diego County Medical Society offers an exceptional benefits package including vacation and sick time, paid holidays, medical and dental insurance, retirement plan, short and term long term disability and life insurance. For more information about the San Diego County Medical Society please visit our website: [www.sdcms.org](http://www.sdcms.org).

To apply, please answer these questions and include your answers with your resume and cover letter to James Beaubeaux.

**Applications that do not include answers to these questions will not be acknowledged or considered.**

1. Describe your experience working with physicians.
2. What will be your primary focus:
  - a. During your first week on the job?
  - b. During your first 3 months on the job?
  - c. During your first year on the job?
3. What talents do you possess that make you the ideal candidate for this position?
4. Tell us something you did at a previous job either in efficiency or cost savings?
5. What is your billing and coding experience?

Send answers to the above questions, cover letter and resume via email to:

James Beaubeaux

COO/CFO

San Diego County Medical Society

[beaubeaux@sdcms.org](mailto:beaubeaux@sdcms.org)