



Medical Office Manager AIDS Project of the East Bay (APEB)

About Us:

AIDS Project of the East Bay is a community based organization, dedicated to preventing the spread of HIV and supporting individuals infected with the virus through programs targeted at some of the most vulnerable and marginalized individuals in Alameda County. APEB ensures that individuals and communities beyond reach of other agencies receive professional services of the highest standard.

Founded in 1983, AIDS Project of the East Bay has been serving the community of the San Francisco East Bay Area for over 30 years with a particular focus on Alameda and Contra Costa Counties. AIDS Project of the East Bay was originally a project of Berkeley's Pacific Center for Human Growth and Development and began as a response to the need for services for People Living with HIV/AIDS (PLWHA) in the bay area outside of San Francisco. Since that time, the epidemic has grown and changed and APEB has strived to keep up with the changing tides of HIV/AIDS.

Website: www.apeb.org

Program:

Since 2001, the APEB Wellness Center has been providing high quality care to support the health of our clients. A new two-exam room community clinic will open June 2017 providing primary care, HIV specialty care, sexual health screening and treatment, PrEP/PEP, and transgender health care.

Position:

The Medical Office Manager will oversee the day-to-day operations of the Wellness Center, including taking incoming calls, managing clinic schedules, and managing and organizing paperwork, expenses and billing. The Medical Office Manager will also maintain organizational policies and procedures for the clinic, A typical day for the medical office manager may include scheduling patient appointments, processing electronic and paper-based billing, and keeping electronic health records up to date.

Qualifications:

- Prior experience working as either a supervisor or manager in a medical or related field.
- Knowledgeable about medical procedures, medical planning, and complex billing and insurance procedures.
- Knowledgeable in the practices of medical billing and interpreting insurance and malpractice laws.
- Extremely organized and computer-literate.

Salary:

\$46,000- \$64,000 annually

Conditions of Employment:

It is the policy of APEB to require all new employees to satisfactorily complete a 120-day probationary period as a prerequisite to continued employment in his/her position.

Non-discrimination Clause:

AIDS Project of the East Bay does not discriminate against any employee, client, volunteer, or vendor on the basis of race, color, religion, gender, sexual orientation, gender expression, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal or State law. AIDS Project of the East Bay will make reasonable accommodation in compliance with the Americans with Disabilities Act of 1990.

Please submit a brief cover letter and resume as attachments via e-mail to:

Rob Newells, Executive Director

E-mail: rnewells@apeb.org

Website: www.apeb.org