

Practice Administrator - School of Dental Medicine  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=150480>

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Posted Dec. 1, 2020, set to expire Apr. 15, 2021

**Job Title** Practice Administrator - School of Dental Medicine

**Department**

**Institution** Tufts University

Boston, Massachusetts

**Date Posted** Dec. 1, 2020

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Health Services

**Apply Online Here** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001691>

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**Job Description**

Practice Administrator - School of Dental Medicine - (20001691)

Description

This is a limited term position ending September 30, 2021.

The COVID Testing Center at TUSDM will open in November 2020. The School of Dental Medicine provides for COVID testing of patients prior to certain dental procedures on the 1st floor. As a newly formed operation, emphasis will be placed on creating protocols and processes and implementation. The COVID Testing Center at TUSDM will be integrated operationally with the school's teaching clinics, and will need to maintain a distinctive and compliance oriented emphasis. The testing center will provide outstanding patient care and serve TUSDM to allow for safe conditions in which to practice dentistry.

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Under the supervision of the COVID Testing Center director, the Practice Administrator oversees the overall management and direction of the testing center. The individual provides leadership, planning, staff & student supervision, patient management and operational oversight so that the testing center can achieve its goal of maintaining a safe COVID compliant environment to teach and practice dentistry and provide excellent patient care. The individual will oversee the supervision of all aspects of operations within the testing center. The individual will work to continuously improve the clinic operations and internal controls to the patient experience within the clinics. The individual will be responsible for enforcing policies and guidelines in accordance with compliance regulations. The individual, with his/her management team, will monitor performance of staff.

### Qualifications

#### Basic Requirements:

Bachelor's degree & 1 year related experience OR High School degree/equivalent & 3 years related experience in insurance and office management.

Expert knowledge of axiUm, Microsoft Office, specifically Excel and Word; demonstrated knowledge of medical/dental patient care systems.

#### Preferred Qualifications:

BA/BS with 5+ years in a dental/medical practice.

Versed in appropriate and compliant dental/ charting and documentation.

Exceptional computer skills.

Outstanding organizational, interpersonal, communications and time management skills.

Ability to exercise discretion, interact effectively with people at all levels and from diverse backgrounds.

Maintain professional outlook, handle multiple projects simultaneously.

Ability to work with frequent interruptions and to multi-task.

Exceptional attention to detail.

Expert experience with axiUm or other teaching patient health care system..

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.



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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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