

Patient Manager, Clinics  
University at Buffalo, The State University of New York

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Posted Mar. 1, 2024, set to expire Aug. 4, 2024

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| <b>Job Title</b>            | Patient Manager, Clinics  |
| <b>Department</b>           | Clinics   |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Mar. 1, 2024  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Health Services   |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/48643">https://www.ubjobs.buffalo.edu/postings/48643</a> |

**Apply By Email**

**Job Description**

The [University at Buffalo School of Dental Medicine](#) is seeking applicants for a full-time **Patient Manager** who is detail oriented, effective with multi-tasking and time management, and willing to learn new skills.

The Patient Manager will have the following major responsibilities:

- Manage / Schedule patients for 36-38 students (each patient family has 9-25 patients). Schedule next appt (as determined by faculty & assigned student).
- Maintain and understand faculty clinic coverage.
- Coordinate schedule changes with students, DA's, rotation directors & group directors.
- Review patient families & schedule patients as appropriate (so patients aren't waiting 30 days between appts).

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- Verify payments before appts are scheduled, especially for crowns, dentures, implants, root canals. Obtain financial approval of private pay treatment options.
- Recommend discharge / NATC patients when patient is non-compliant with UB protocols.
- Assign screening patients to students for screening rotation. CPE Scheduling.
- Attend scheduled meetings 4-5 times each semester.

Salary is commensurate with experience.

Work hours are typically Monday - Friday 8:30 a.m. - 5:00 p.m.

May work evening clinic hours occasionally.

### **Outstanding Benefits Package**

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our UBF benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Contact Information**

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

### **Contact**



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