

**Patient Manager, Clinics
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=254128>

Downloaded On: Mar. 10, 2025 4:11pm

Posted Mar. 7, 2025, set to expire Jul. 3, 2025

Job Title	Patient Manager, Clinics
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 7, 2025
Application Deadline	11/30/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
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Job Description

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Patient Manager, Clinics

Position Information

Position Title: Patient Manager, Clinics

Department: Clinics

Posting Link: <https://www.ubjobs.buffalo.edu/postings/46715>

Job Type: Part-Time

Posting Detail Information

Patient Manager, Clinics University at Buffalo

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Position Summary

The [University at Buffalo School of Dental Medicine](#) is seeking applicants for a part-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, DAs, rotation directors & group directors.
- Review patient families & schedule patients as appropriate (so patients aren't waiting 30 days between appts).
- 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 from 22.50 - 30 hours per week.

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

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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.

Minimum Qualifications

A high school diploma, and at least one year of customer service experience required.

Preferred Qualifications

Customer service experience in a dental office is preferred.

Physical Demands

Salary Range

\$22,230 - \$32,760

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Bernadette Dudziak

Contact's Pronouns:

Contact's Title:

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Dental Clinic Rotation Scheduler

Contact's Email: bdudziak@buffalo.edu

Contact's Phone: 716-829-6288

Posting Dates

Posted: 11/30/2023

Deadline for Applicants: Open Until Filled

Date to be filled:

Contact Information

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

Contact

N/A

University at Buffalo

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