

Senior Director of Clinical Operations  
University at Buffalo, The State University of New York

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Downloaded On: May. 10, 2024 8:13am

Posted Feb. 28, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Senior Director of Clinical Operations
<b>Department</b>	Clinics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Health Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48569">https://www.ubjobs.buffalo.edu/postings/48569</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

**The School of Dental Medicine's** (SDM) Dental Clinic is currently seeking a **Senior Director for Clinical Operations** to support departmental operations. The Dental Clinic is an integral portion of the student experience and serves the Buffalo community through patient care and outreach. The director will oversee the operations of the clinic to gain operational efficiencies, improve the billing process and improve patient outcomes by establishing standard policies and procedures.

The director's primary responsibilities are as follows:

- Responsible for the oversight of all operations of the Dental Clinic while also driving

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financial health and oversight.

- Serves in a leadership role, working in partnership with the UBO, Associate Dean for Clinical Affairs & the Compliance Officer to provide oversight of the University at Buffalo Dental Clinic Operations.
- Accountable for the clinical revenue cycle as it pertains to patient intake, charge posting, claims submission, patient billing, and accounts receivable management.
- Prepare and maintain a detailed annual financial budget for the clinical operations.
- Drive improvement in customer service to provide more efficient and positive patient interactions.
- Manages a staff of procurement professionals for the purchasing of materials and supplies needed for the operation of the dental clinic.
- Serve as a supervisor to clinical business operations support managers and staff.
- Become proficient in AxiUm software, clearing house operations and collection agency performance
- Possess a strong sense of patient advocacy, with a responsibility for protocols.
- Serve as liaison to various committees within the school and within Health Sciences.
- Works collaboratively with the Facilities Planning and Management Officer on all facilities matters related to the clinic.

### **Outstanding Benefits Package**

Working at UB 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 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](#).

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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**

- Bachelor's degree with 5 years of experience **or** master's degree or professional certification with 3 years of experience

**Preferred Qualifications**

- Experience in managing a medical office or clinic
- Knowledge of medical billing software

**Contact Information**

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

**Contact**

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