

Associate Director, Specialty Care, LLC, with advancement opportunities

Specialty Care, LLC (SCLLC) is a unique Eastern Massachusetts physician practice management services organization/network. SCLLC is owned by its 360+ physician members. SCLLC creates and administers select services/programs for its owners' practices which enable them to act as one large group, while at the same time maintaining their independence in private practice. Visit www.specialtycarellc.com for more information. The Associate Director will work with the Executive Director, Board of Managers, and Committees to conduct the organization's business and operations. Send resume and cover letter to: info@specialtycarellc.com

Education:

Degree in Health Sciences, Management, or related field; Master's degree preferred.

Work Environment:

Full time flex position; collaborate in-person and online; work out of home; travel to member practices and other meeting locations; Monday through Friday with early morning and evening meetings across Eastern Massachusetts. Boston to MetroWest to South Shore applicant locations preferred.

Qualifications/Experience/Skills:

- Experience working with a wide range of medical personnel: physicians (SCLLC is predominantly surgical specialties), medical practice support staff, admin./managers.
- Medical or medical management/admin. background.
- Advanced training in management (MBA preferred).
- Understanding of group practice operations (surgical specialty preferred).
- Knowledge of mathematical modeling, statistical analysis.
- Experience with 2-3 of the following: employee benefits, human resources, medical supplies, professional liability insurance.
- Excellent communication, writing, and analytical skills.

Responsibilities:

- Plan, organize, and conduct the organization's operations.
- Assist in conducting the Risk Management program: analyze malpractice claims data for review with individual members, the insurance carrier, and Risk Management committee; research and analyze claims of potential new members for credentialing, analyze claims of the entire membership to assess the financial impact on the malpractice insurance program; manage various risk management activities (incl. newsletter, CME programs, office reviews) with assistance of consultant(s).
- Co-lead annual malpractice insurance renewal process.
- Conduct organization's other major programs: Medical Supplies Program, Human Resources and Employee Benefits Program, Medicare Bonus Program(s) – all in coordination with SCLLC's partnering organizations.
- Lead and manage committee meetings including Board of Managers, Risk Management and Investment Advisory Committees.
- Assist in development and implementation of an annual CME conference.
- Financial management of the organization, including budget development and monitoring, preparation of monthly reports for the Board, fee and premium billing – all in coordination with organization's accounting firm, partnering organizations, and/or consultant(s).
- Prepare accurate and timely analyses of savings for members and potential new members garnered through participation in organization's programs.
- Participate in the recruitment process for new members: promote SCLLC, meet with potential new members, conduct due diligence, analyze credentials, onboard approved new members.
- Provide leadership to and manage the efforts of support staff
- Oversee and manage website content and SCLLC databases with consultant(s).