

# **PRACTICE MANAGER**

## **Goal and Preliminary Duties**

**Goal: To help the team achieve its goals every month through a) *maintenance* and b) *improvement* of team and system performance.**

**Also, to take care of all admin and marketing tasks so that providers can focus on care and the CEO can focus on future planning.**

### **Preliminary Duties**

1. Work out how many hours per week is needed with Clinic Director for your work as manager.
2. Know the stats and key indicators. Are they headed up or down?
3. Daily briefings with C.D.
4. Communication with team. (*Seek to understand. Make yourself understood.*)
5. Know what is going on with your team.
6. Coordinate with C.D. monthly improvement meetings. (KAIZEN/GAP)(Week 5)
7. Coaching Reviews (Week 6)