

# Your health deserves a partner.

## PRACTICE MANAGER CAREER PATHWAY: MEDICAL ASSISTANT

1200 S Cedar Crest Boulevard, Allentown, PA 800-402-LVHN FIND OPENINGS: LVHN.org/careers

### **Business Description**

At Lehigh Valley Health Network (LVHN), each of our 19,000 colleagues continually goes the extra mile to further our mission to heal, comfort and care for the people of our community. Our network comprises 12 hospital campuses plus numerous health centers, physician practices, rehabilitation locations, ExpressCARE sites and other outpatient care locations throughout eastern Pennsylvania. We're looking for colleagues who are teachable, organized, good at prioritizing and have a calm demeanor. Explore opportunities and join our team. The pathways illustrate just one of the many ways to grow your career at LVHN.

#### Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Teachable
- Organized
- Good at prioritizing
- A calm demeanor

#### Connect with us on Social Media!



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Lehigh Valley Health Network



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\*Reflects current LVH—Cedar Crest base range minimums LVHN offers opportunities and bonuses for certified medical translators/interpreters.

Practice Manager Requirements: Bachelor's degree or associate degree, two years of supervisory experience in physician practice management

Role: Lead and coach staff, initiate and adapt to change while maintaining overall responsibility for practice success, could manage multiple practices \$56k minimum annual salary\*



Site Manager

Requirements: Associate degree or a high school diploma/GED with two years of supervisory experience in a health care setting

Role: Work closely with staff on scheduling and respond proactively to feedback Skills: Plan effectively and prioritize tasks while maintaining several complex projects and meeting deadlines

\$45k minimum annual salary\*



Office Coordinator Requirements: High school diploma/GED and three years of experience in a physician practice, associate degree and supervisory experience (preferred) Role: Oversee patient access workflows, educate staff on standard work procedures and assist with service recovery efforts \$16.39/hour minimum rate\*



Medical Assistant Advanced Requirements: Specialized diploma as a medical assistant and two years of recent experience with an LVHN physician practice, CCMA, CMAC, MAC, NCMA, RCMA or RMA certification

Role: Prepare patients and equipment for exams and procedures and collect a patient's medical history, mentor and train team members to optimize performance

Skills: Planning, organization and decision-making

\$17.18/hour minimum rate\*



Medical Assistant Requirements: Specialized diploma as a medical assistant, associate degree (preferred)

Role: Prepare patients and equipment for exams and procedures and collect a patient's medical history

Skills: Take initiative, accept and adapt to constant change

\$16.00/hour minimum rate\*