

Your health deserves a partner.

PRACTICE MANAGER CAREER PATHWAY: PATIENT SERVICES

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!



/LVHealthNetwork



Lehigh Valley Health Network



@LVHN



@LVHealthNetwork



Your health deserves a partner.

PRACTICE MANAGER CAREER PATHWAY: PATIENT SERVICES

1200 S Cedar Crest Boulevard, Allentown, PA 800-402-LVHN

FIND OPENINGS: LVHN.org/careers

*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 and 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: Plan effectively and prioritize tasks while maintaining several complex projects and meeting deadlines

Skills: Work closely with staff on scheduling and respond proactively to feedback \$45k minimum annual salary*



Office Coordinator Requirements: High school diploma/GED, 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*



Lead Patient Services Representative Requirements: High school diploma/GED, two years of experience in a physician practice

Role: Serve as a mentor and lead for clerical functions while supporting patient care delivery, support health network service promise and access goals

Skills: Customer service \$14.17/hour minimum rate*



Patient Services Representative Requirements: High school diploma/GED, one year of customer service

experience

Role: Maintain accuracy and adapt to changing priorities

Skills: Customer service \$13.19/hour minimum rate*