



E.O. Posting No. 0017

EMPLOYMENT OPPORTUNITY

Title: Full Time Practice Management Trainer
Program: Health Services – Brazos Valley Community Health Centers

Beginning Salary: Negotiable

Travel Required: 50%

Duties: Responsible for Practice Management (PM) Training Program which includes both eClinical Works and administrative functions of Check-In/Check-Out, Registration & Customer Service. Responsible for auditing PM function and statistical analysis of data. Will conduct periodic on-site training. Will assist with developing policies & procedures and make recommendations for performance improvement.

Education & Work Experience

Required: Associates degree and three to five years experience in a healthcare setting

Preferred: Bachelors degree and five years healthcare education setting

Certifications/Licenses

Required: Valid Texas driver's license with good driving record

Resumes/applications are being accepted until position is filled.

Submit resumes/applications to: Don Beavers at dbeavers@bvcaa.org

Mailing address: 3370 S. Texas Ave.
Bryan, TX 77802

Please visit www.bvcaa.org for an employment application.

EOE

Date Posted: 02/07/12