

Director of Outpatient Operations, Department of Medicine
University at Buffalo, The State University of New York

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Posted Apr. 1, 2024, set to expire Aug. 4, 2024

Job Title	Director of Outpatient Operations, Department of Medicine
Department	Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Medicine - General
Job Website	https://www.ubjobs.buffalo.edu/postings/49397

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Job Description

UBMD Internal Medicine is seeking a **Director of Outpatient Operations** to oversee all areas of clinical operations. This role involves supervising clinic managers and staff, managing day-to-day operations across three sites (Young Rd- (Main site), Conventus, & ECMC Nephrology), and strategically aligning resources to achieve organizational goals.

The Director of Outpatient Operations will collaborate with the leadership team, contributing to operational targets, and closely collaborate with the Chief Operating Officer to identify areas for enhancement and suggest efficiency improvements.

Some of the responsibilities that the Director of Outpatient Operations will be responsible for includes:

- Increase physician satisfaction,

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- Facilitation of staff training,
- Ownership of staff workflows,
- Participate in monthly manager meetings,
- Any other additional task as requested or assigned by Chief Operating Officer or other management representative.
- May be required to travel to other UBMD IM locations depending on company needs.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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