

**Manager, Oncology Practice**  
**Bassett Healthcare**  
**Cooperstown, NY**

Bassett Cancer Institute offers advanced cancer treatment options in rural Central New York, including Cooperstown, Herkimer, Norwich and Oneonta. The Bassett Healthcare Network has been acknowledged with the top twenty-five most connected healthcare facility award, the VHA operational efficiency award and Magnet designation.

Our cancer programs and services truly set us apart, with clinical areas of excellence based on documented outcomes, stellar care processes, exceptional clinical expertise and focused protocols. Our team includes specialized physicians, nurses and other professionals dedicated to providing the most accurate diagnosis and effective treatment. We are also involved in patient education, cancer prevention and early detection.

As Manager of our Oncology Practice, you will direct daily operations; develop, plan and implement programs; ensure compliance with standards; and develop systems to maximize patient access and provider efficiency.

Responsibilities include:

- Overseeing performance improvement, staff selection, overall scheduling of resources and staff development
- Planning and implementing systems and programs for the delivery of cancer care throughout the Bassett Healthcare Network
- Supervising all revenue cycle operations, including scheduling and registration, charge submission, billing and reimbursement verification, pharmacy inventory and more
- Providing budget expertise, analysis and reporting
- Supporting the Cancer Services Varian EMR, including contract negotiations, budget monitoring and invoicing
- Assisting in the development of proformas for new programs
- Ensuring clinic patient flow, provider and staff workflow, scheduling, and coordination with ancillary departments is configured to optimize efficiency, throughput and communication, and is consistent across all BCI locations

A bachelor's degree is required; a master's in business or administration is preferred. You must have 3 years of healthcare management experience, preferably in oncology management, with proven leadership, management and interpersonal skills. ACMPE and MGMA certification are desirable.

Cooperstown is centrally located in New York, approximately 1.5 hours from Albany, 2 hours from Syracuse and 4 hours from NYC. Taking pride in our heritage and breathtaking scenery, we offer a wealth of recreational activities year round and an international reputation for world class culture and the arts.

To learn more and apply, visit our website at [www.bassett.org](http://www.bassett.org). We are an equal opportunity employer.