

Title: Medical Assistant

Responsibilities:

1. Take patient back to exam room.
2. Interview/update patient medical history and take vitals.
3. Assist physician in the exam room with patients: cast application/removal, suture, staple removal, injections, other minor procedures.
4. Follow up on calls/v-mail; document phone log/conversations.
5. Refill patient medications as directed by physician and update proper documentation including patient chart.
6. Obtain prior authorization for in/out of office procedures including x-rays.
7. Schedule surgeries and enter into EMR system; create surgical packets accurately and completely.
8. Schedule out of office procedures, maintain patient documentation including date/time/location/authorization of procedure.
9. Oversee physician's schedule and adjust accordingly; keep front office updated on status/delays.
10. Notify front desk of changes in physician's schedule.
11. Follow all office/medical/legal processes accurately and timely.
12. Perform front office duties as needed.

Skills:

1. Current certification/training as a medical assistant.
2. Experience in orthopaedics a plus.
3. Excellent communication skills (verbal and written).
4. Highly organized, strong multi-tasker.
5. Ability to work/enjoys high energy/fast paced environment (60 patients/day).
6. Completes tasks accurately (99% accurate) and promptly.
7. Analytical and problem solving skills a plus.
8. Highly adaptive/flexible to last minute delays/changes; learns quickly.
9. Experience with Aprima/EMR/EHR is a huge plus.
10. Strong team player.

This can be a career growth position for the right candidate. Part-time or full-time opportunity available.