

## **OrthoSouth Job Posting Tabor Division**

**Date of Posting:** September 7, 2021

**Position:** Medical Assistant

**Location:** Kate Bond and Primacy Office

**Work Days/Hours:** Full Time Monday - Friday 8:00am – 4:30pm  
(Some overtime may be required)

**Contact:** Daniel Fleming

**Qualifications:** Excellent telephone and communication skills both written and oral; computer experience required. Ability to handle multiple tasks; self-motivated. Orthopedic experience preferred.

**Duties:** Assists physician in clinic to provide high quality patient care. Prepares patient for exam and reviews dictation for treatment plan. Understands and follows best practices for clinic workflow and in systems. Proficient in all systems required for this position. Accurately enters patient health information in electronic medical record and practice management system. Quickly and efficiently responds to patient inquiries and requests. Assistant schedules all diagnostic tests, surgeries, physical therapy, etc. Tracks tests / other reports and verifies results are available for physician review prior to patient follow up appointments. Coordinates outside patient care, i.e., referrals to other specialists, diagnostic tests, physical therapy, durable medical equipment, etc. Any other task as assigned by supervisor or physician.

**Qualified applicants please contact Daniel Fleming: [dfleming@orthosouth.org](mailto:dfleming@orthosouth.org)**