

OrthoSouth

Job Posting for: Medical Assistant

Date of Posting:	10/27/2021	Status:	Fulltime
Division:	OrthoMemphis	Number of Openings:	1
Department:	Clinical Staff	Reports To:	Clinical Supervisor
Location:	All Locations	Employment Category:	Hourly
Hours:	Mon-Fri; varies	Direct Reports:	None

Qualifications:

- High school graduate or equivalent GED.
- Graduate of a medical assistant program (MA) or accredited nursing school (LPN/RN). On the job experience may be considered as an alternative to professional schooling.
- Current state license or certification to work in TN and MS if applicable.
- Basic Life Support- CPR Certification or ability to obtain prior to start date.
- One year of work experience, preferably in an outpatient clinical setting.
- Excellent customer service and interpersonal skills; this is a patient facing position.
- Ability to multi-task, self-motivated and willing to learn in a fast-paced environment.

Responsibilities:

- Interacts effectively with providers, peers, patients, family members and vendors as appropriate.
- Assists patients, assembles chart information, and schedules patient appointments.
- Assists with patient flow, triage, rooming patients, and patient care as assigned.
- Competently and accurately obtains and records patient information including patient history and medications
- Takes and records vital signs as directed; assists provider(s) in clinic.
- Quickly and efficiently responds to patient inquires and requests
- Coordinates scheduling for referrals, diagnostics tests, surgeries, physical therapy, DME, etc.
- Tracks test results and reports for provider review.
- Other tasks as assigned by supervisor or physician.

Qualified applicants should send their resume and contact information to:

Erin Lewis via email at elewis@orthosouth.org