

# OrthoSouth

## Job Posting for: Medical Assistant

<b>Date of Posting:</b> 11/11/2021	<b>Status:</b> Fulltime
<b>Division:</b> MOG	<b>Number of Openings:</b> 1
<b>Department:</b> Clinic	<b>Reports To:</b> Brooke Hambick-Klutts
<b>Location:</b> Bartlett, East Poplar, Germantown	<b>Employment Category:</b> Hourly
<b>Hours:</b> Mon-Fri	<b>Direct Reports:</b> None

### Qualifications:

- High school graduate or equivalent GED.
- Graduate of a Medical Assistant program (MA); *On the job experience may be considered as an alternative to professional schooling.*
- Minimum one year of prior clinical experience as a Medical Assistant.
- Excellent interpersonal skills: ability to handle multiple tasks; self-motivated.
- Willingness to learn in a fast-paced environment.
- Excellent computer and customer service skills; this is a patient facing position
- Experience with surgery scheduling preferred.

### Responsibilities:

- Interacts effectively with patients, family members and vendors as appropriate.
- Assist patients, assemble chart information, make patient appointments.
- Assists with patient flow, triage, and rooming patients.
- Competently and accurately obtains patient information.
- Takes and records vital signs as appropriate; assist provider in clinic.
- Obtains patient histories and medications and document in patient chart.
- Quickly and efficiently responds to patient inquiries and requests.
- Responsible for documentation of all patient interaction in the EMR.
- Assists in scheduling 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.
- Other tasks as assigned by supervisor or provider.

**Qualified applicants should send their resume and contact information to:**

Brooke Hambick-Klutts via email at [bhambick@orthosouth.org](mailto:bhambick@orthosouth.org)