



Bracing & Orthotic Fitter- Full-time

Select Ortho @ Orthopaedic Associates of Wisconsin

This individual will be responsible for the proper fitting and dispensing of bracing, medical equipment, and ambulatory devices. Insurance verification, authorizations, and collection of patient payments will be expected. The candidate will be required to educate patients on use, care, and outcome for products as it pertains to the patient's recovery. Fostering positive relationships through effective communication with patients, physicians, peers, and visitors is expected. Accurate and timely documentation into EPIC, answering patient phone calls, and stocking of inventory are also incorporated into job duties. We are looking for a professional, dependable, and caring individual that enjoys working with patients. Previous orthopedic experience preferred but not required.

Education Requirements:

- High School Diploma or Equivalent
- Athletic Training Certification, Medical Assistant Certification/Registration, Certified Nursing Assistant, Orthopedic Technician Certification/Registration, Orthotic Fitting Certification or Similar Medical Certification

Special Skills and Requirements:

- Knowledge of medical anatomy and terminology.
- Must be detailed orientated with excellent organizational and communication skills.
- Strong interpersonal skills and phone etiquette with a professional and courteous manner required.
- Strong organizational, judgment, communication, and analytical skills; sometimes under pressure.
- Ability to multi-task and perform multiple priorities.
- Cooperative and professional behavior toward patients, peers, providers, management, and visitors.
- Ability to promote favorable facility image with patients, providers, insurance companies, and general public.
- Ability to make decisions and solve problems.
- Go-getter attitude and a "can-do" attitude.
- Evidence of leadership qualities.
- Ability to work in a fast-paced environment.
- The ability to contribute in a team environment and and/or independently, to provide excellent customer service.
- Working knowledge of EPIC preferred but not required.
- Prior experience is preferred but not required. Proper training will be provided.
- Must be willing to travel between offices, work flexible days and hours as needed, including some evenings and weekends.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling and stooping for long periods of time, daily. The employee must frequently lift or move items weighing 20 pounds or more, in addition to sometimes lifting items weighing 5 pounds or more overhead. The employee is frequently required to use hands and fingers.

Please send resume and cover letter to Roberta Carr at: rcarr@orthowisconsin.com