



# ORTHOPAEDIC ASSOCIATES

*of Wisconsin*

There is a Difference.

Position: Orthopaedic Clinical Medical Assistant

Purpose: Assists the provider in administering treatment to patients and performs some administrative duties in an orthopaedic clinic.

#### Job Duties:

- Prepare patients for examination, escort them to the treatment room and be present during examination/treatment to assist the physician in treatment procedures.
- Greet patients and room the patient.
- Record medical histories and vital signs of patients.
- Follow drug screening processes for urine and saliva drug testing.
- Enter in charges and MAR for in-office procedures.
- Sterilize equipment before and after treatment and properly dispose used containers and items to avoid infection.
- Explain medication instruction to patients based on provider's prescription.
- Enter in various imaging, therapy, and consult referrals into EPIC based on provider orders.
- Clean the treatment room to avoid infection, and get it ready after use for the treatment of other patients.
- Prepare injections, aspirations, and other in-office procedures.
- Ensure sufficient stock of supplies in exam rooms.
- Ensure accurate and timely documentation into EPIC.
- Suture/staple removal.
- External fixator removal.
- Cast/splint application and removal.
- DME fitting.
- Ambulatory device fitting and training.
- As needed, answer patient phone-calls and triaging accordingly.

#### Position Qualifications:

##### Education:

- CPR/AED certified.
- High School Diploma or equivalent.



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- Medical Assistant Certification/Registration, Athletic Training Certification, Certified Nursing Assistant, and/or Orthopedic Technician Certification/Registration.

## Special Skills and Requirements:

- Must be able to interact with team members in an autonomous responsible, professional and ethical manner.
- Must be flexible, reliable and demonstrate sound judgment and initiative.
- Ability to lift a minimum of 60 pounds as well as assist with patient maneuvering.
- Able to demonstrate competency in all applicable areas.
- Knowledge of medical anatomy and terminology.
- Must be detailed orientated with excellent organizational and communication skills.
- Strong organizational, judgment, communication and analytical skills; sometimes under pressure.
- Ability to multi-task and maintain an efficient workflow.
- 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.
- The ability to contribute in a team environment and and/or independently, to provide excellent customer service.
- Must be willing to travel between offices, work flexible days and hours as needed, including evenings and weekends.
- Strong interpersonal skills and phone etiquette with a professional and courteous manner required.
- Go-getter attitude and a “can-do” attitude.
- 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.