



Full- time Certified Athletic Trainer

ProOrtho is seeking a Certified Athletic Trainer who will provide back office support for an Orthopedic Surgeon in coordination of patient visits and related paperwork, phone calls, and administrative assisting. The AT will thrive in a fast paced environment; have a strong knowledge of anatomy, physiology and medical terminology, and provide excellent customer service.

Primary responsibilities include supporting the physicians with patient care by using the AT's knowledge of the prevention, evaluation, rehabilitation and treatment of musculoskeletal injuries and conditions in the clinical setting. The AT will be responsible for rooming patients, updating the electronic medical record, obtaining a thorough history of chief complaint, and presenting this information to the physician, as well as placing orders, and educating the patient and their family on the next steps of care.

Essential Qualities

The ideal candidate will possess the following skills or qualities:

- Patient and pleasant personality; Demonstrate positive interpersonal relations in dealing with all ProOrtho physicians, employees, patients and outside clients
- Communicate accurate and complete information to ProOrtho physicians, employees, patients and outside clients
- Embrace and project the values of ProOrtho & Proliance Surgeons
- Strong computer skills
- Professional
- Dependable
- Have initiative to ask questions, make proposals, and effectively problem solve
- Knowledge of insurance specifications
- Knowledge of medical terminology
- Excellent phone etiquette and ability to communicate effectively
- Ability to exhibit cooperation, flexibility, and provide assistance when interfacing with patients, physician and staff
- Strong work ethic and ability to prioritize multiple tasks and follow through in a timely manner
- Ability to maintain composure in stressful situations
- Consistency and timeliness in attendance

Education/Certification

- High School Diploma or equivalent; graduation from an Orthopedic Technology, Athletic Trainers or Physical Therapy program and be certified by the governing board of that field program
- Minimum of 1-3 years of orthopedic or sports medicine experience
- Current CPR (BLS)

Please email resumes & cover letters to ProOrthoJobs@proliancesurgeons.com

- Please use **"ATC"** in the subject line

We regret we are not in a position to personally respond to all applicants.