



Job Description

Medical Assistant- Certified, Float Position

Job Description

Medical Assistant Float, *non-exempt position*

Reports to

Clinical Supervisor

Job Summary

The Medical Assistant Certified Float provides back office support in coordination of clinic patient visits and related paperwork, phone calls, and administrative assisting of the doctors, as assigned by lead or supervisor.

Essential Qualities

The essential qualities necessary include, but are not limited to:

- Demonstrate positive interpersonal relations in dealing with all ProOrtho physicians, employees, patients and outside clients
- Communicate accurate and pertinent information to the above
- Demonstrate ability to embrace and project the values of ProOrtho & Proliance Surgeons
- Demonstrate the ability and willingness to learn unfamiliar tasks and equipment operation within the scope of position
- To accept change in a positive and professional manner and to lead others in the same
- Patient and pleasant personality; works well with all types of people
- Flexible attitude
- Organized
- Professional
- Dependable

Job Responsibilities

- As assigned, supports physician in delivery of patient care.
- Assists physician with splinting and casting.
- Coordinates patient visit and eases congestion in clinic with quick turnover of patients.
- Rooms patient and takes history in preparation for exam.
- Provides patient education and advice as directed by the physician.
- Schedules tests properly, including obtaining authorizations, obtaining outside records and images, etc.
- Makes patient callbacks in a timely manner.
- Communicates doctor instructions/answers to patient questions.
- Communicates doctor instructions to hospitals, nursing homes, home health agencies, etc. under physician direction.
- Responds to prescription refill requests as directed by the physician.



- Documents medical information in electronic medical records including medication and refill information and patient call documentation
- Keeps rooms stocked and organized.
- Organizes paperwork and filing.
- Coordinates with front office personnel and ancillary staff in professional and positive manner in adherence of policies and procedures in support of patient service.
- May assist in front office functions as assigned, including coordination of surgery scheduling.
- Participates in meetings as announced.

Job Specifications

Education/Experience

- The candidate will be a graduate of a certified medical assistant training program.
- Two years previous, related experience preferred, one year in orthopedics desired

Skills/Knowledge/Abilities

- Excellent problem solving skills
- Knowledge of insurance specifications
- Knowledge of medical terminology
- Skill in basic data entry
- Excellent phone etiquette and ability to communicate effectively
- Ability to exhibit cooperation, flexibility, and provide assistance when interfacing with patients, physician and staff
- Ability to multi-task
- Skill in organizing and reporting information that is accurate and complete
- Ability to maintain composure in stressful situations
- Ability to prepare records in accordance with detailed instructions
- Ability to sit for long periods of time
- Consistency and timeliness in attendance

Work Environment/Physical Demands

The work environment/physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires corrected vision and hearing to normal range. While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, and sit. Work is performed in an office environment. Some bending and stretching required. Use of telephone is required. Manual dexterity required for use of computer keyboard. Occasionally lifts and carries items weighing up to 25 pounds. Requires working under stressful conditions or working irregular hours.

Comments



This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

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

- Please use **“Medical Assistant Float”** in the subject line

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