



Full-time Medical Assistant Certified position available

Job Summary

ProOrtho is seeking a Medical Assistant Certified who will provide back office support for an Orthopedic Surgeon in coordination of clinic patient visits and related paperwork, phone calls, and administrative assisting, 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

Education/Certification

- The candidate will be a graduate of a certified medical assistant training program.
- Three 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 or stand for long periods of time
- Consistency and timeliness in attendance

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

- Please use **"Medical Assistant Position"** in the subject line

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