

University Orthopedics, Inc.
Job Posting

JOB DESCRIPTION: Medical Assistant Division of Shoulder & Elbow Surgery

Responsible to: Andrew Green, M. D.

Supervision Received: Andrew Green, M.D. and Administrative Secretary

Job Summary: Responsible for assisting physician's and physician's assistant with patient care, clerical, environmental and organizational tasks. Responsible for appointment scheduling and chart management. Provides information to patients so they may fully utilize and benefit from the clinic services.

40 hours – 4 days per week; flexible hours for vacation coverage

Principal Duties and Responsibilities:

Checking schedules and organizing patient flow; accompanying patients to exam room; assisting patients as needed with walking; collecting patient history; performing screenings per provider guidelines; obtaining vital signs ex: blood pressures, heart rate, weight and height; assisting physicians with various procedures; communication to patients

Sending/receiving patient medical records; obtaining lab/x-ray reports, hospital notes, referral information; completing forms/requisitions as needed; managing and charts to ensure information completed and file appropriately; filing and pulling of charts

Prepares and organizes exam rooms and stock supplies in exam rooms

Works cooperatively and effectively with physician's direct secretary/support staff who may assign task and responsibilities as needed

Other duties as needed

Skill and Abilities Needed:

High School education and medical assistant training preferred with one year experience

Knowledge of health care field and medical specialty, assisting tasks related to particular medical specialty

Computer experience required

Interpersonal skills including excellent communication skills to deal effectively with staff, patients and physicians in courteous manners

Attention to details

Professional, pleasant, cheerful, enthusiastic demeanor and neat appearance required

Ability to maintain confidentially of patient records

Interested employees should submit their resume to Susan Martins in Administration by either fax (401) 457-1505 or email to smartins@universityorthopedics.com

Posted: June 17, 2010