

# Regenerative Orthopaedics and Spine Institute, PC

**JOB TITLE:** Medical Assistant/Orthopedic Technologist

**GENERAL SUMMARY OF DUTIES:** Responsible for assisting providers with patient care, clerical, environmental and organizational tasks. Responsible for paper and electronic chart management. Provides information to patients so they may fully utilize and benefit from the clinical services. Conveys a positive image of clinic.

**SUPERVISION RECEIVED:** Reports to the Clinical Operations Manager

**SUPERVISION EXERCISED:** None

**ACCESS RIGHTS AND SECURITY PERMISSIONS FOR PHI:** All Information

## **ESSENTIAL FUNCTIONS:**

1. Fulfills patient care responsibilities as assigned which may include, but not limited to: checking schedules and organizing patient flow; accompanying patients to exam/procedure room; assisting patients as needed with walking, transfers, dressing, collecting specimens, preparing for exam, etc.; collecting patient history; performing screenings per provider guidelines; assisting providers/nurses with various procedures; paper and electronic charting; relaying instructions to patients/families; answering calls and providing pertinent information, provide coverage for surgical coordinator when needed.
2. Fulfills clerical responsibilities as assigned which may include, but not limited to: sending/receiving patient medical records; obtaining lab/x-ray reports, hospital notes, referral information, etc.; completing forms/requisitions as needed; scheduling appointments; verifying insurance coverage and patient demographics; managing paper and electronic charts to ensure information is documented, completed, and filed appropriately; and call patients to confirm upcoming appointments.
3. Fulfills environmental responsibilities as assigned which may include, but not limited to: setting up instruments and equipment according to department protocol; cleaning exam/procedure rooms, lab areas, instruments and equipment between patient visits to maintain infection control; cleaning sterilizer according to scheduled maintenance program and keeping appropriate records; ordering, sorting, storing supplies; restocking exam/procedure rooms.
4. Fulfills organizational responsibilities as assigned which may include, but not limited to: respecting/promoting patient rights; responding appropriately to emergency codes; sharing problems relating to patients and/or staff with immediate supervisors quickly.
5. Assist medical secretary with duties assigned by provider.
6. Call in prescriptions to pharmacies as requested by patients and approved by providers.
7. Checking voicemails and responding to patients calls and concerns.
8. Complete disability forms

**EDUCATION:** Certification in Medical Assistant required.

**EXPERIENCE:** Minimum of one year work experience in a healthcare setting, preferably in the Orthopaedics specialty.

**REQUIREMENTS:** Maintains CPR certification. Obtains appropriate certificate indicating passing grade on the Medical Assistant exam.

## **KNOWLEDGE:**

1. Knowledge of health care field and medical specialty.
2. Knowledge of specific assisting tasks related to particular medical specialty.
3. Knowledge of information that must be conveyed to patients and families.
4. Knowledge of OSHA/HIPAA Rules and Regulations.

January 12, 2016

**SKILLS:**

1. Skill in performing tasks appropriately.
2. Skill in tact and diplomacy in interpersonal interactions.
3. Skill in understanding of patient education needs by effectively sharing information with patients and families.
4. Skill in diagnosis (ICD-10) and procedure (CPT-4) coding.

**ABILITIES:**

1. Ability to learn and retain information regarding patient care procedures.
2. Ability to project a pleasant and professional image.
3. Ability to plan, prioritize and complete delegated tasks.
4. Ability to demonstrate compassion and caring in dealing with others.

**ENVIRONMENTAL WORKING CONDITIONS:**

Combination of medical office and exam/procedure room settings. Well-lighted, well-ventilated, adequate space. Exposure to communicable diseases, hazardous materials, blood borne pathogens, and other conditions common to clinic setting.

**PHYSICAL/MENTAL DEMANDS:**

Must be able to use appropriate body mechanics techniques when making necessary patient transfers and helping patients with walking, dressing, etc. Must be able to lift 30 pounds regularly, up to 50 pounds occasionally.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve.

This is to acknowledge that I have received a copy of the Regenerative Orthopaedics and Spine Institute's Medical Assistant/Orthopedic Tech job description. I have read and understand my job description. I understand that the practice retains the right to make changes to my job duties as needed in order to conduct its work in a manner that is beneficial to the practice.

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Manager  
Date

Date

Employee

January 12, 2016