



Advanced Orthopaedics and Sports Medicine

JOB DESCRIPTION: MEDICAL ASSISTANT/CLINICIAN

A DIVISION OF OrthoLoneStar

Job Summary:

Reports directly to the physician supervisor and responsible for patient care responsibilities as assigned by physician.

Duties and Responsibilities:

1. Medical Assistant/Clinician duties

- Patient care responsibilities as assigned, which may include scheduling and organizing patient flow, accompanying patients to exam/procedure room, assist patients with changing to exam gowns, and transfer to exam table if needed.
- Assess patient's general condition and collect patient history.
- Document health history, activities, medication dispensed/prescribed, etc., in the medical record
- Provide basic patient care as ordered by physician and assist physician with various procedures.
- Provides patient education materials, communicates physician advice/instructions to patient.
- Cast and splint application and removal.
- Fit patients with braces, boots, other DME as ordered by physician
- Wound dressing changes
- Prepare injections
- Suture and staple removal
- Sterile tray set-ups
- Obtain lab/x-ray reports
- Schedule surgery, hospital procedures and pre- and post-op appointments
- Schedule MRI, CT scans, labs, etc.
- Schedule referrals to other physicians
- Clean and stock exam rooms
- Adheres to infection control/safety guidelines and confidentiality policies
- Compliance with HIPAA, OSHA and Red Flag Rules

Job Specifications:

1. High school diploma or GED certificate
2. LVN, CMA, CST preferred or equivalent experience - prefer current state license or national certification.
3. Maintains current CPR certification
4. Appropriate use of universal precautions, safe workplace and confidentiality methods.
5. Health information management by appropriately charting patient data.
6. Strong interpersonal and communication skills , cooperative work attitude toward co-employees, management, patients, visitors, outsourced companies and physicians
7. Good planning and organizational skills to balance and prioritize work



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8. Accuracy, attention to detail, timeliness, organization, little supervision needed to complete tasks, and ability to multitask
9. Understanding of patient education needs by effectively sharing information with patients and families.
10. Dependability including traits such as attendance, punctuality, ability to follow instructions and ability to meet deadlines.

Working Condition:

1. Noise level: Moderate
2. Traveling: Medical Assistant/clinician may need to travel between clinics to help cover patient care. This travel will not be reimbursed by the practice.
3. Physical demands: Employee is regularly required to sit, talk or hear. The employee is also required to perform the following: standing, walking, using hands to finger handle or feel, bending, stooping, lifting up to 50# frequently and 70# occasionally, climb or balance, kneel, crouch or crawl.
4. Vision requirement: Requires ability to perform close vision, peripheral vision, ability to adjust focus and spend up to 4-5 hrs in front of a computer.
5. Possible exposure to communicable diseases, bodily fluids, medicinal preparations. Hepatitis B vaccination required

The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor through a written request.

All positions with ADVANCED ORTHOPAEDICS AND SPORTS MEDICINE are to use due care in the use and communication of patients' protected health information. It is every employee's principal job function to ensure patient confidentiality and failure to maintain confidentiality may, and will, result in sanction and/or discharge.