

***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**

[Apply Now](#)

Company: Resurgens Orthopaedics

Location: Cameroon

Category: other-general

Job Type Full-time Description

SUMMARY

Provides patient care support to licensed providers and serves as liaison between patient and healthcare provider.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares patients for visit by directing/accompanying patients to the examining or X-ray room, providing gowns/drapes, and assisting with proper positioning of patient for the examination and/or treatment;

Interviews patient and records medical histories, may order x-rays per provider order or protocol, or obtain results from imaging facilities;

Assists health care providers during examinations as directed. Duties may include, but are not limited to, performing dressing changes, taking vital signs, preparing and drawing up injectable medications, labeling medications for administration by provider, applying/removing casts/splints, removing sutures/staples, preparing laboratory test requests, preparing lab specimen for pick-up per protocol;

Generates orders for prescriptions, diagnostic imaging, rehabilitation therapy, DME, etc. as directed by provider; inputs into EMR.

Schedules follow-up appointments, tests, test results, procedures, and injections with designated provider or facility.

Coordinates all aspects of surgery scheduling according to surgery scheduling protocols.

This includes obtaining medical clearances, precertifications, consents, submitting orders and scheduling preassessment, preoperative and postoperative appointments.

Reconciles patient health history information at visit, updates any additional information pertinent to patient care and scans various documentation into EMR. Such documentation includes hospital dictation, disability forms, laboratory test requests, medical clearances or any other correspondence as directed after obtaining provider signature.

Triages patient correspondence received by phone, voicemail or patient portal in adherence to policy. Documents patient correspondence into EMR system and advises patient provider plan of action.

Maintains exam rooms which may include the following: prepares exam rooms including stocking of appropriate supplies, instruments, and equipment for examination of patients daily. Cleans exam rooms according to protocol between patient examinations. Disposes any contaminated materials appropriately.

Cleans and sterilizes medical instruments and equipment.

Other duties may also be assigned by Providers, RNs, and managers.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares disability and other forms for provider signature.

Inventories and orders medical supplies.

Requirements

QUALIFICATIONS

Education and Experience

High School diploma or equivalent, Current Basic Life Support (CPR, BLS) certificates

Excellent communication and customer service skills

Graduate of an accredited Medical Assistant Program or Certified Orthopedic Tech preferred

Two years orthopedic experience preferred

Three years medical office experience preferred

Skills and Abilities

Proficiency in use of electronic medical records (preferred)

Ability to communicate clearly and concisely in all written and verbal communications

Strong organizational skills with demonstrated attention to detail

Ability to comprehend and complete assigned tasks furnished in written, oral, or diagram form.

Ability to identify resolutions to problems involving several concrete variables in standardized situations.

Demonstrated conflict management skills

Strong knowledge orthopedic terminology (preferred)

Strong knowledge of orthopedic surgical and diagnostic procedures (preferred)

Knowledge of casting and splinting (preferred)

Strong working knowledge of HIPAA and safety guidelines

Ability to interact and communicate effectively with patients/families

Ability to travel between multiple site locations (if applicable)

Valid Georgia driver's license and driving history meeting Resurgens' requirements

PHYSICAL DEMANDS

While performing the duties of this job, employee is regularly required to sit, stand, walk, reach with hands and arms, and to talk and hear. Employee will be required to climb or balance, stoop, kneel, or crouch. Employee must occasionally lift, push and/or move up to 50 pounds. Employee may be required to operate various types of orthopedic equipment necessitating manual dexterity. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment is typical of a physician practice. While performing the duties of this

job, employee may be exposed to risk of infectious diseases when interacting with patients and/or family members. The employee may be occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

[Apply Now](#)

Cross References and Citations:

1. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Trendzfurnitures Jobs Cameroon Trendzfurnitures ↗](#)
2. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Romaniajobs Jobs Cameroon Romaniajobs ↗](#)
3. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Searchamericanjobs Jobs Cameroon Searchamericanjobs ↗](#)
4. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Searchaustralianjobs Jobs Cameroon Searchaustralianjobs ↗](#)
5. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Javascriptjobs Jobs Cameroon Javascriptjobs ↗](#)
6. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Romaniajobs Jobs Cameroon Romaniajobs ↗](#)
7. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Microbiologistjobs Jobs Cameroon Microbiologistjobs ↗](#)
8. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Seattlejobsearch Jobs Cameroon Seattlejobsearch ↗](#)
9. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Legaljobs Jobs Cameroon Legaljobs ↗](#)
10. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Chinajobs Jobs Cameroon Chinajobs ↗](#)
11. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock**
[Jakartajobs Jobs Cameroon Jakartajobs ↗](#)

12. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock HairjobsJobs Cameroon Hairjobs ↗**
13. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock Nzjobscentral Jobs Cameroon Nzjobscentral ↗**
14. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock Nodejobs Jobs Cameroon Nodejobs ↗**
15. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock Securityguardjobs Jobs Cameroon Securityguardjobs ↗**
16. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock Nightshiftjobs Jobs Cameroon Nightshiftjobs ↗**
17. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock Politicaljobs Jobs Cameroon Politicaljobs ↗**
18. ***Medical Assistant - Kennesaw, Canton, Marietta, Acworth, Woodstock Lawyerjobs Jobs Cameroon Lawyerjobs ↗**
19. ***medical assistant - kennesaw, canton, marietta, acworth, woodstock Jobs Cameroon ↗**
20. **AMP Version of *medical assistant - kennesaw, canton, marietta, acworth, woodstock ↗**
21. ***medical assistant - kennesaw, canton, marietta, acworth, woodstock Cameroon Jobs ↗**
22. ***medical assistant - kennesaw, canton, marietta, acworth, woodstock Jobs Cameroon ↗**
23. ***medical assistant - kennesaw, canton, marietta, acworth, woodstock Job Search ↗**
24. ***medical assistant - kennesaw, canton, marietta, acworth, woodstock Search ↗**
25. ***medical assistant - kennesaw, canton, marietta, acworth, woodstock Find Jobs ↗**

Source: <https://cm.expertini.com/jobs/job/-medical-assistant-kennesaw-canton-marietta-a-cameroon-resurgens-orthopaedi-510bc1ff6a/>

Generated on: 2024-05-03 by Expertini.Com