

Medical Receptionist

Mountain Valley is seeking an experienced Certified or Registered Medical Assistant for a busy Orthopedic practice.

Join our team today! Apply today to have the work/life balance that you have been looking for!

Will be required to undergo a Pre-Employment Drug and Alcohol Screening and a Background Check.

- *Monday thru Friday-Office hours 8am-5pm*
- *Rotating Saturday Mornings-As Needed-8am-12pm*
- *No Overnights*
- *No On Call*

Essential Functions:

- EMR entry or medical history and rooming patients.
- Preparation/assist physician with injections/ aspirations to be done by the physician.
- Assist physician with casting/splinting.
- Cast removal; cast reinforcement, suture/staple removal.
- Completion of computer generated orders for patient, referrals, physical therapy, DME, work notes and visco-supplementation.
- Appearance and cleanliness of exam rooms. Replenish supplies to all rooms.
- Maintain equipment i.e.: cast saw. Also, keeps all instruments sterilized on a daily basis.
- Assists in the review of patient charts (reading charts) for upcoming appointments to assure all necessary reports are available for physician review.
- Rotation to all Mountain Valley Orthopedics Offices.
- Other duties as assigned.
- Compliance with HIPAA, OSHA Regulations.

Qualifications:

- Certified Medical Assistant/Registered Medical Assistant
- Minimum of 1 Year Experience in Orthopedics
- CPR/BLS certification-preferred
- Strong problem solving skills
- Ability to work independently or as a team
- Interpersonal skills
- Attention to detail
- Ability to multi-task
- Ability to follow written and verbal directions
- High energy and highly motivated for a busy Orthopedic Office
- Driver's License required and access to a car(traveling between offices is required)