

REVISED

University Orthopedics, Inc.
Job Posting

JOB DESCRIPTION: Medical Secretary/Assistant Division of Shoulder & Elbow Surgery
Responsible to: Theodore Blaine, M.D.

Job Summary: The employee's primary responsibility is to function as a medical secretary/assistant during the private office hours of 1 Orthopaedic surgeon.

Principal Duties and Responsibilities:

30 hours per week

Works with 1 physician at a time – ability to travel to other sites

Schedule appointments

Organizes charts, records, and radio logic studies

Answer phone calls as needed

As skills permit, assist physician in patient care, including suture removal, dressing changes, injections and other office procedures

Greets and escorts patients to exam room, x-ray department, etc.

Directs patients to complete paperwork

Schedule test ordered by physician (MRI, CT Scan, Bonescan, etc.)

Skill and Abilities Needed:

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

High School diploma and medical secretary and/ or medical assistant training preferred

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

Ability to maintain confidentiality of patient records

Interested employees should submit their resume to Susan Martins in Administration or fax 831-6054 or email smartins@universityorthopedics.com.

Posted: 1/4/08

REVISED POSTED DATE: 2/24/10