



## Sarasota Orthopedic Associates

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**JOB TITLE:** Medical Assistant  
**Work Hours:** Mon-Fri / 8am-5pm  
**REPORTS TO:** Director of Clinic

### OPERATIONAL RESPONSIBILITIES

1. Rooms patients and prepares them for physician examination by taking required vital signs per physician protocol. Takes patient calls and responds to patient needs, inputs patient information in EMR.
2. Assists doctors with clinical needs such as dressing changes, suture removal, injection preparation, cast application and removal, minor procedure assisting, dispensing DMEs including OrthAssist documentation, patient education and any necessary form completion.
3. Understands/uses the EMR system efficiently, becoming proficient and staying current with all aspects of electronic medical records.
4. Assists Medical Assistants with prescription call in, checks Availity site for refills, obtains physician approval and documents according to office protocol.
5. Cleans exam rooms after each patient and keeps them stocked with necessary supplies and patient education materials.
6. Assists with the ordering of clinical supplies according to office protocol. Holds responsibility for bringing deliveries to supply area, unpacking/storing supplies, checking packing slips and forwarding same to the appropriate person.
7. Performs routine cleaning of medical equipment and washes instruments in preparation for sterilization according to office protocol.
8. Helps with completing forms for Workers Comp, disability etc.
9. Helps MA dispense medications or samples. Monitors sample supply and calls when inventory is low including Workers Comp medications. Keeps inventory log of all samples and medications up to date.
10. Assists radiology department with escorting patients, data entry, dark room, filing and any other duties as needed.
11. Maintains working knowledge for Care Vision, Availity and any other programs pertinent to meeting clinical needs.
12. Responsible for or assists with the aspects of UA testing including documentation and mailing, drug sample control, Workers Comp medication dispensing, ordering and control, Biohazard bags & sharps control, sterilization of instruments and changing Metricide.
13. Assists the MRI Department in any capacity needed such as screening, education, escorting or assisting patients with authorizations.

### REQUIREMENT

1. Prefer Certification from an accredited MA program with preferably two years of experience in a medical office setting.
2. Good communication and interpersonal skills necessary for interacting with patients, physicians, supervisors and other staff.

3. Ability to organize and accomplish multiple tasks and to have the flexibility to meet changing demands on a daily basis.
4. Ability to maintain a professional manner under stressful situations
5. Comprehensive knowledge of medical procedures, tests, and clinical/clerical skills necessary to perform all functions and assist physicians.
6. Analytical ability required in order to gather and interpret information necessary to resolve problems in an accurate and timely manner. Ability to concentrate and pay close attention to detail.
7. Ability to maintain confidentiality.
8. Experience working with computers and willingness to use all resources available through the computer.
9. Ability to work as a team, ready to assist others as necessary.

Must be able to manage multiple tasks, answer phones, work on computer screen with color differentials, ability to sit for long periods of time, stand, walk, lift.

**To apply for the position, please send your cover letter and resume to [HR@SOA.MD](mailto:HR@SOA.MD)**