



orthopedic  
ONE

## Certified Medical Assistant

<b>Department:</b>	Medical Assistant	<b>Location:</b>	Westerville
<b>Days:</b>	Monday – Friday	<b>Hours:</b>	40 hours per week

Orthopedic One is searching for a dynamic individual to join our team as a Certified Medical Assistant at the Westerville location. Details about this exiting position are as follows:

**Position Summary:** This position is responsible for greeting and rooming patients as well as assisting physicians, secretaries and staff with daily patient care.

### **Responsibilities/Accountabilities:**

- Updates patient information in the EMR system.
- Prepares patients for examination by physician.
- Assists physician, RN, PA, or CNP.
- Communicates information such as testing, procedures, etc. to the patient and family.
- Sterilizes medical instruments.
- Organizes and maintains exam rooms.
- Changes wound dressings.
- Removes sutures and/or staples.
- Casts and splints patients as needed.
- Conducts boot and brace fittings.
- Provides cross coverage for other medical assistants or secretaries.
- Adheres to organizational policy with particular attention to standards of conduct and to confidentiality as it relates to HIPAA.
- Completes other duties as assigned by the supervisor.

### **Education, Experience, and Certification/Licensure Required:**

- A high school diploma/GED required; completion of a Medical Assisting program required.
- CMA certification required.
- At least 2 years' experience in a medical office setting preferred.
- Previous EMR experience preferred.

To apply for this posting, please submit your resume and cover letter to [careers@orthopedicONE.com](mailto:careers@orthopedicONE.com) or fax to Attn: Human Resources at (614) 386-2090. If offered a position, candidate must be able to pass a pre-employment background check.

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