



## Orthopedic Nurse

<b>Department:</b>	Clinical Services	<b>Location:</b>	Gahanna / Reynoldsburg
<b>Days:</b>	Monday, Tuesday, Thursday	<b>Hours:</b>	Part-Time, 25 hours per week

**Position Summary:** This position is responsible for assisting physicians and staff in coordinating patient care, serves as the primary liaison between patients and physician/staff, and providing nursing and administrative support to orthopedic surgeon specializing in trauma.

### **Responsibilities/Accountabilities:**

#### Clinical:

1. Assists surgeon during office hours by facilitating patient flow, accompanying patients to exam/procedure rooms, assisting patients as needed with walking, transfers, dressing, specimen collection and preparing for exam.
2. Provides patient education related to treatment, including pre-operative instructions and discontinuing use of medications prior to surgery
3. Assists patients with post-operative planning, including education on post-operative restrictions, managing medications, and planning for assistance at home or in a skilled nursing facility.
4. Answers, triages and returns phone calls
5. Communicates changes to clinic schedule as needed

#### Patient Care:

1. Removes or applies wound dressing
2. Assists in the application or teaching related to bracing/casting
3. Removes sutures or staples after physician assessment of wound
4. Prepares supplies and draw up injections for physician
5. Electronically retrieves x-ray, MRI, or other records for physician

#### Administrative:

1. Obtains insurance pre-certification as needed for diagnostic procedures, treatment, medication, or surgery
2. Assists with prior authorizations, disability paperwork, and FMLA forms for patients
3. Schedules surgeries with patients, books surgeries at hospital or surgery center and completes all associated surgery paperwork, prepares consents, etc.
4. Schedules pre-admission testing for patients by contacting PCP or hospital
5. Sends follow-up notes to referring physicians as well as scanning documents into the EMR system
6. Assures that any special surgical instruments/devices or DME have been ordered for surgery and post op care
7. Sends completed pre-admission testing to appropriate surgery location prior to patient surgery
8. Prepares x-rays and other patient information for doctor to take to surgery
9. Completes disability forms or other documents requested by patients, reviewing with physicians as needed
10. Works with billing department to ensure that hospital charges or consults are entered for billing and works to resolve any missing ticket reports or answer any coding questions
11. Develops and maintains pre-op patient education program. May be class format or one-on-one incorporating printed materials, audio/visual aids, etc. to ensure patients receive and understand pre-operative instructions
12. Places prescription refill orders at direction of physician
13. Manages physician and team schedule and changes in office hours

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

- Completion of an accredited nursing program required.
- Current licensure in the State of Ohio as a LPN or RN required.
- Previous experience in an outpatient orthopedic practice desired.
- Must have minimum of 3 years clinical experience in a hospital or private physician practice.

To apply for this posting, please submit your resume and cover letter to [humanresources@orthopedicONE.com](mailto:humanresources@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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