

*Life in Motion*

Olympia Orthopaedic Associates is seeking a Washington State Certified Medical Assistant.

Desired Experience:

- Completion of a Medical Assistant course accredited by the American Association of Medical Assistants
- Proficient in medical terminology
- Use of discretion in maintaining confidentiality and privacy in accordance with HIPAA
- Ability to lift 25 pounds or more
- Ability to stand for long periods of time
- Ability to assist physician with orthopedic procedures
- Ability to work well with all who use the facilities in a collegial manner
- X-ray and/or Scribe experience a plus, but not required

Some Responsibilities include:

- Exhibit a professional and caring attitude toward patients and co-workers
- Organize and maintain patient flow
- Obtain patient's medical history
- Prepare the patient for examination and have them prepped as needed
- Assist patient to X-ray and order study per physician guidelines
- Assist patient or perform procedures such as: cast application/remove, suture removal, dressing changes, splinting, aspirations/injections
- Instruct patient as advised by physician
- Work closely and cooperatively with other department
- Assist physician with phone calls/documentation
- Clean and stock the exam rooms

Olympia Orthopaedic Associates is an Equal Opportunity Employer. We are also a tobacco free company and test for nicotine usage.