



Western Slope Orthopaedics  
910 S. Fourth Street  
Montrose, CO 81401  
970-249-6641 ▲ [wsorthodocs.com](http://wsorthodocs.com)

**Job Title:** Medical Assistant  
**Reports To:** Clinical Manager/Physicians  
**FLSA Status:** Hourly/Non-Exempt  
**Date:** 05/11/2022

### **Basic Purpose of This Job**

The Medical Assistant works closely with an assigned physician in caring for patients and performs all necessary duties and procedures for patient care, as directed.

### **Areas of Responsibilities:**

#### **Patient Support**

- Triage patients and administer appropriate treatment under the direction of a physician or other medical provider staff.
- Prepare examination room for each patient visit; ensure adequate supplies and appropriate instruments are available and room is cleaned after every patient.
- Greets and rooms patient, takes and records all vitals to detect deviations and assess condition of patient. Documents patient history, medication, and all other information in patient electronic medical records. Review patient information and questionnaires to ensure accuracy and completion.
- Order prescriptions electronically or call pharmacies with prescription and/or refill.
- Instructs patients on pertinent information essential to their care and treatment, including handouts and medical instructions.
- Complies with OSHA and HIPAA policies while performing all duties.
- Schedule physical therapy, imaging, or clinic appointments as necessary. Obtain prior authorization for these as needed.
- Prepare patient list for day, pull charts and x-rays and other necessary reports for providers.
- Remove sutures, aspirate fluids, prepare cast materials, cut/saw casts, remove pins, remove sutures, change bandages, change wound vac and any other procedures requested by the physician.
- Empty, clean and refill instrument trays. Restock rooms. Unpack orders as they are received or as soon as possible.
- Answer phones and take messages as needed.

#### **Requirements**

- Certified Medical Assistant
- One to two years of experience in a medical office (preferred)