



Medical Assistant – Orthopedic

Bring your experience in orthopedic and/or spine practices and be the Medical Assistant who works most closely with the physician and RN. Your ability to multi-task in a very busy practice will make you a star on this team. You must be willing to work in the primary office and satellite locations most weeks. Stay ahead of the doctor by always having scans, films, patient charts, reports, studies, etc. displayed in the exam or viewing rooms before the doctor's arrival. Some additional duties will be to greet & room patients, complete patient forms, schedule appointments, work with EMG & EKG's, communicate with other departments in the practice to serve the patient's interdisciplinary needs, complete documentation within each shift, maintain patient confidentiality at all times, be timely and reliable in your attendance at work, and use mature communication and interaction skills with all employees and patients. Must be a Medical Assistant with at least a year of orthopedic or spine experience.

COMPANY PROFILE:

An opportunity to work for a specialized orthopedic practice where the doctor and practice manager are truly caring and thoughtful and where everyone is a team.

WHAT THE COMPANY OFFERS YOU:

- Commitment to excellence
- Stable company with a foundation dating back to the early 1920s
- Growth oriented company with immediate plans for expansion
- Direct contact with the community that you live in!
- Recognition, cultivation and rewards for your talent
- Opportunities for challenges, learning and advancement with a company aligned with a long term aggressive growth strategy

LOCATION:

- North Houston – Suburban area
- Free parking
- Shopping & Restaurants near by