

Charleston Sports Medicine and FitMed Partners

Job Description: Medical Assistant

Company Overview:

Charleston Sports Medicine is a nonsurgical orthopedic center dedicated to merging proven traditional orthopedic care with innovative regenerative therapies. Our mission is to treat the root causes of pain, restore mobility, and help patients get back to the activities they love. By integrating advanced technology with personalized attention, we create treatment plans tailored to each patient's unique needs and goals.

Job Overview

Maintaining medical records (entering health history data into EMR), handling prescriptions given to the patients, ordering and scheduling labs. Clinical duties may include taking and recording vital signs and medical histories, phlebotomy, preparing patients for examination, assisting in patient examinations including ultrasound, administering medications as directed by physician, preparing PRP and biologic injections and assisting in procedures. Assist in ultrasound examinations by entering patient data and facilitating physician exams. Knowing that this is a PRN job, all duties are generally directed towards patients seen during Medical Assistant's work day; with the exception of refill requests and/or patient questions which may come into the office while Medical Assistant is working.

Responsibilities:

- Patient check in to clinical area and ensure that they are ready for examination (removing or changing appropriate clothing, removal of bandages, shoes, etc.)
- Ensure efficiency of patient check in and examinations
- Ensure that any MRI studies are ready to be viewed
- Maintain clinical records by entering health history data and current meds/allergies into EMR
- Ensure that any prescriptions / referrals given to patient are in EMR system or copied for scanning into EMR

- Prepare medical trays, ultrasound, casting material, and DME's as necessary for appropriate patient care
- Assist, as necessary, with patient exams and ultrasound procedures
- Schedule or facilitate scheduling of follow-up studies (such as MRIs) or physical therapy treatment with appropriate provider and patient
- Assist in administering and fitting all DMEs as appropriate to patients
- Ensure that front office has record of all appropriate billable supplies
- Perform phlebotomy services for all PRP, Orthobiologics and interface with lab company for specimen pick-up
- Maintain all necessary personal licenses and certifications
- Schedule PRP appointments and explain procedures to patients including pre and post PRP/Orthobiologic requirements
- Assist, as necessary, with in office procedures including injections, PRP, and Orthobiologics

Skills & Qualifications:

- 2 - 3 years Medical Assistant experience
- necessary Phlebotomy
- Be organized and cordial with patients and have excellent administrative, computer and EMR skills
- Anticipate necessary patient care to ensure efficiency of patient flow
- Ability to commute to Daniel Island, SC

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.