

## Orthopaedic Tech

## Float Tech/All Locations

### MAIN FUNCTION

Rooms/triages/evaluates patients, orders appropriate X-rays, assists providers with in-office treatments and procedures, directs patients to surgery scheduling staff, ensures documentation of patient information in Exscribe, and provides patient education.

### RESPONSIBILITIES

- Prepares clinic and casting rooms prior to patient arrivals.
- Receives patients from waiting room, directing them to exam rooms or x-ray.
- Gathers and records patients' medical history, physical data, and vital signs within the EHR system (Exscribe).
- Changes patient statuses to appropriately within the EHR.
- Collaborates with providers in managing acute and long-term medical needs of patients.
- Interprets and integrates data to determine appropriate diagnostic and therapeutic procedures as needed.
- Orders appropriate diagnostic x-rays.
- Verifies that previously ordered test results, images, and imaging reports (e.g., MRIs, CT scans, nerve studies, labs, etc.) are under the correct patient's chart in the EHR and available for provider's evaluation.
- Prepares medications/injections as ordered by provider.
- Assists alongside physicians with in-office procedures such as joint/fluid aspirations, suturing minor lacerations, and post-reduction casting/splinting.
- Application and removal of casts/splints and minor wound dressings, fitting of durable medical equipment (DME), and removal of sutures as ordered by provider.
- Inform patients of down payment/total cost amounts of DME according to patients' insurance coverage; complete appropriate forms for DME.
- Provides instructions/education to patients and family regarding medications and at-home treatment.
- Maintains and reviews/updates patient records, charts, and other necessary information.
- Triage patient telephone calls and provides consultation.
- Maintains patient confidentiality.
- Maintains exam and casting rooms in a clean and orderly manner. Re-stocks supplies in exam rooms.
- Performs related work as required.



## QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- High School Graduate/GED
- CPR certified

## JOB SKILLS AND REQUIREMENTS

- Full range of body motion including handling and lifting patients.
- Normal dexterity of hands and fingers.
- Normal coordination, including eye-hand, hand-foot.
- Normal visual acuity.
- Frequent standing, walking, or other means of mobility for extended periods of time.
- Ability to lift/carry items weighing up to 50 pounds or more.
- Possible exposure to bodily fluids.
- Ability to multi-task.
- Ability to work in a team.
- Good verbal and written communication skills.
- Good computer skills.
- Ability to maintain a positive, cooperative, and respectful attitude towards patients, visitors, coworkers, management, and physicians/providers.
- Provision of excellent customer service.
- Possesses determination, initiative, and dependability.
- Completion of tasks in a timely manner.
- Possesses self-motivation to perform job duties with minimal supervision.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of the principles in maintaining sterile field when appropriate.
- Knowledge of professional medical practice and care to give and evaluate patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Adherence to the Employee Handbook code of conduct.
- Self-motivated to perform job duties with minimal supervision.

## PREFERRED

- Experience as a medical assistant and/or surgical technician; orthopaedic experience.
- Knowledge of professional medical practice and care to give and evaluate patient care.
- Knowledge of anatomical/orthopaedic terminology.
- Knowledge of HIPAA rules.
- Familiarity with EHR/Exscribe computer systems.

## ADDITIONAL NOTES

- (Department) Clinical (Reports to) Peggy Hubbard (Location) All  
Full-time position Monday-Friday 7:30am-5:00pm