



GHCH Physician Services, LLC

**Position Opening:** Certified Medical Assistant- Orthopedics (MA2-O)  
**Schedule:** Full Time (1.0 FTE)  
**Wage:** DOE- \$21-\$22.74

**Essential Duties and Responsibilities** include the following, but are not limited to:

- Ensure patient flow is optimal at all times. If wait times are apparent, communicate to patients, providers and co-workers.
- Obtain and record patient history in patient EHR.
- Obtain vital signs and record in patient EHR.
- Maintain medication and immunization records.
- Ensure that providers have all appropriate information (results) for patient appointments.
- Prepare patients for and assist with, routine and specialty exams, procedures, treatments, and minor office procedures and ensure that adequate consent has been obtained.
- Urethral catheterization when appropriately trained.
- Telephone and in-person screening limited to intake and gathering of information without requiring the exercise of judgment based on clinical knowledge.
- Perform wound dressing changes.
- Specimen collection.
- Diagnostic testing (may include EKG and respiratory testing)
- Notify patients of test results as directed and requested by providers.
- Carry out providers' orders accurately and in a timely manner.
- Communicate regularly with referral coordinators to ensure accurate and timely referral process for consults, exams, diagnostics and procedures. Complete referrals on acute basis when needed.
- Perform daily room checks and stock exam rooms with all needed supplies as needed.
- Demonstrate good infection control.
- Vaccine administration.
- May be required to work in other locations other than home location.

**Job requirements:**

Must have Active WA State Certified Medical Assistant License and BLS Certification.

**\*\*Must be able to pass WSP background check and drug screen\*\***

**Benefits include:** Medical, Dental, Vision, Life Insurance, 403(b) retirement plan and paid time off.