

## **Job Description: Medical Assistant/ Cast Tech**

A pediatric orthopaedic surgery practice located in Dover, DE is in need of an experienced, part-time medical assistant/cast tech for a growing medical practice. The ideal candidate should have experience in all aspects of patient care. The medical assistant should possess skills in using healthcare software and computer programs. The ideal candidate should have exceptional attention to detail, strong communication skills, and the ability to multitask and problem solve independently. **Experience in applying casts and bracing required.** Experience working with children recommended.

### **Duties Include:**

- Performs daily patient activities; check in/out, and patient intake
- Promotes and performs excellent customer service  
Follows office policies and procedures
- Performs data entry tasks to document patient records within facility databases and maintaining patient files
- Attends staff meetings for administrative and clinical staff

### **Essential Function of a Medical Assistant/Cast Tech:**

- Recording patients' vital signs, documenting physicians' notes and changes in medical conditions
- Applying and removing casts and braces.
- Create patient home exercise programs.
- Prepping exam rooms for clinical procedures and assisting practitioners with patient care.
- Monitoring and documenting patient symptoms for physicians' review during clinical exams
- Providing compassionate patient support and care, attention, and assistance during office visits
- Other duties as assigned by manager

### **Technology:**

- Proficiency in Microsoft word and excel. Understanding of Electronic Medical Record (e.g. Athena); Familiarity with telecommunications systems and Delaware Health Information Network (DHIN).

### **Education Requirements**

- High School Diploma/GED
- Certified Medical Assistant

### **Experience Requirements**

- Minimum of one year in a medical setting.
- Minimum of one year applying/removing casts.