

**CLINIC ATTENDANT/MEDICAL ASSISTANTS** - Bay Street Orthopaedics offers exciting opportunities for the qualified candidate to join our rapidly growing organization. Serving our community since 1975, Bay Street Orthopaedics is a regional leader in orthopedic medicine that inspires better health through compassionate care, medical education/research, and neighborhood outreach. As we continue to grow, we are currently seeking full and part-time **Clinic Attendant/Medical Assistants** who would like to be a part of a work environment that consists of supportive leadership, state-of-the-art technological resources, inter-professional teamwork, and innovative learning.

While following excellent service standards, the **Clinic Attendant/Medical Assistant** position will be responsible for the below essential functions:

- Responds promptly, professionally and courteously to all customers' needs.
- Prepares examining rooms including turning on computer terminals and stocks room with medical supplies and pamphlets.
- Assists and escorts patients as needed to exam rooms and onto/off from exam tables safely.
- Collect and review patient's health history/medications/nature of injury
- Accurately complete portion of exam in EMR efficiently
- Prepares patient and necessary equipment/supplies for visit
- Application and removal of casts
- Removal of post op dressings; such as staples and sutures
- Cleans rooms between patient appointments which includes wiping down exam tables, changing all pillow covers, spraying down each room with disinfectant and ensuring all medical supplies are in the proper place and well stocked
- Performs various clerical and clinical duties as assigned or needed
- Organizes time and prioritizes effectively
- Ability to work in a face-paced environment
- Maintains strict confidentiality related to patient information
- Adheres to infection control/safety guidelines and maintains accreditation standards

Required:

- High School Diploma or equivalent

We offer our employees an excellent total compensation package, including competitive wages, excellent benefits and growth opportunities. We believe in our team and your ability to do excellent work with us. Full-time benefits include 401k, PTO, medical, dental, optical, life, long & short term disability and opportunity for advancement. Part-time benefits include, flexible work schedule, opportunity for advancement and potential for full-time. Some travel may be required.

Please submit resumes to [jackiem@baystreetortho.com](mailto:jackiem@baystreetortho.com). We look forward to receiving your resume.

Bay Street Orthopaedics is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, gender identity, sexual orientation, age, status as a protected veteran, or status as a qualified individual with a disability.