

# Medical Assistant

Full-Time, Part-Time, or Per Diem

## Job Description

The Medical Assistant acts as a patient liaison during the patient's office visit, ensuring patient comfort, safety, and privacy. Duties include ensuring physician efficiency communicating with patient, physician, and other office staff throughout a patient's visit, assisting physician during patient visit with suturing, casting, and medical equipment delivery, injections, x-rays, scheduling, and tracking patient information, maintenance of patient care and staff work areas, and assist in office functions as directed by department supervisor. This position is available in the Concord Office at 264 Pleasant Street, Concord, NH.

## Job Requirements

- Previous medical office experience preferred.
- Ability to maintain composure in a fast-paced team environment.
- Exceptional communication and customer service skills.
- Professional attitude and appearance a must.
- Insurance knowledge
- Computer skills

## Education/Certification Requirements

- High School Diploma required.
- CPR Certification.
- Graduate of Certified Medical Assistant or Orthopaedic Technician program preferred.

To apply for this position, please complete our online application form under the About>Employment Opportunities menu at [concordortho.com](http://concordortho.com).



*For over 40 years, Concord Orthopaedics has been providing sub-specialty orthopaedic care from our offices in Concord, New Hampshire. Concord Orthopaedics is comprised of 24 physicians, 9 Physician Assistants, and a nurse practitioner providing care in Rheumatology, Foot & Ankle Care, Total Joint Surgery, Sports Medicine, Hand & Wrist Care, Spine Care, Pediatric Orthopaedics, and Orthopaedic Traumatology. In addition to Concord, Concord Orthopaedics also has offices in New London, Derry and Windham.*

Concord

New London

Derry

Windham