Medical Assistant/Surgical Scheduler- Full Time

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.

The Central Scheduler facilitates and coordinates the scheduling, patient education, pre-certification and paperwork process for in-patient and out-patient surgical scheduling, diagnostic testing and provider referral to outside sources. The Central Scheduler maintains a professional conduct and excellent customer service to both internal and external customers.

This is a dual functioning role which allows the Medical Assistant to work with total joint physicians in the clinic area as well as scheduling surgeries for those physicians.

This position is available in the Concord Office at 264 Pleasant Street, Concord, NH.

Job Requirements

Minimum of two years of medical office experience preferred.
Ability to maintain composure in a fast-paced team environment.
Exceptional communication and customer service skills.
Excellent time management, organization and communication skills, multi-tasking, attention to detail and follow-through are required.
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.

Please submit application via email to: Kari.Pillsbury@concordortho.com

For over 20 years, Concord Orthopaedics has been providing specialty care in Orthopaedics and Rheumatology to the New London and Upper Valley communities. For over 40 years, Concord Orthopaedics has been providing sub-specialty orthopaedic care from our offices in Concord, on the campus of Concord Hospital. Concord Orthopaedics is comprised of 24 physicians and 8 Physician Assistants 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 and New London, Concord Orthopaedics also has offices in Derry and Windham.