

IN-HOUSE JOB POSTING

POSITION: MA

EMPLOYMENT STATUS: Regular Full-Time

DEPARTMENT: Orthopaedics

DATE POSITION WILL BE AVAILABLE: **Immediately**

BRIEF DESCRIPTION OF JOB DUTIES AND RESPONSIBILITIES:

- 4.1 Greets patients and prepares them for physician examinations. Screens patients for appropriate information. Instructs patients in collection of samples and tests.
- 4.2 Administers prescribed medications and treatments in accordance within the scope of the licensed practical nursing standards.
- 4.3 Maintains and assists with the preparation of equipment and aids physicians during treatment, examination, and testing of patients.
- 4.4 Handles telephone inquiries from patients regarding test results, medications and treatment instructions as directed by the physician.
- 4.5 Arranges for hospitalization, referrals, or performance of special procedures for patients.
- 4.6 Maintains a clean, attractive work area and keeps clinical areas stocked with appropriate medical supplies.
- 4.7 Cleans and sterilizes medical instruments, surgical trays, etc.
- 4.8 Performs other duties as assigned or requested.

EDUCATION: Graduate from an accredited school.

EXPERIENCE: Prior experience is required.

CLOSING DATE FOR ACCEPTING IN-HOUSE APPLICATIONS: **Open until filled.**

*Internal applicants should call Beth Hammers at 304- 691-1712.
External applicants should call Josh Dorsey at 304-691-1258.*