

Clinic Summary -

Proliance Ankle & Foot of Edmonds offers state-of-the-art services, from excellent dedicated doctors, for all ankle and foot problems. Our three board certified and licensed podiatrists provide personal, patient-centered care and take the time to further educate our patients about foot and ankle health. Ankle & Foot of Edmonds was founded in 1991, originally located on 112th St in Edmonds. In 2018, Ankle & Foot joined Proliance Surgeons Inc., relocating to the Edmonds Medical Pavilion on 216th ST in Edmonds. Our providers and staff members have a reputable reputation for their kindness, dedication, and willingness to go their extra mile with a smile.

Position Summary -

Our Medical Assistance provide professional support to our three providers while assisting and attending to patient care needs, medical and clerical.

Essential Qualities

The essential qualities necessary include, but are not limited to:

- *Superior customer service skills.*
- *Great interpersonal skills; demonstrating patience, composure and cooperation; working well with all patients, physicians and staff.*
- *Understanding of and adherence to all safety, risk management and precautionary procedures, including the consistent respect for confidentiality (HIPAA).*

Key Duties and Responsibilities

- Take assessment of patients using a review of symptoms.
- Chart/note patient medical concerns and/or changes in health history.
- Skill in using a computer
- Room patients, manage clinic flow, clean and restock patient rooms.
- Answer phone messages to MA line.
- Submit medical prescriptions to patient's pharmacy
- Knowledge of Podiatric care preferred
- Outpatient clinical organizational ability
- Other support staff duties as needed

Education/Experience/Skills

Education/Experience

- Active Certified Medical Assistance License
- Medical terminology/knowledge of ICD10 preferred.

- One-year experience in a Medical setting preferred
- General computer skills/Microsoft skills/knowledge and experience with EMR system.

Skills/Knowledge/Abilities

- Problem solving skills
- Attention to detail
- Skill in using a computer/electronic medical records
- Positive attitude/self-motivator
- Outpatient clinical organizational ability

Work Environment/Physical Demands

The work environment/physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Some bending and stretching required. Use of telephone is required.*
- *Manual dexterity required for use of computer keyboard.*
- *Occasionally lifts and carries items weighing up to 25 pounds. Requires working under stressful conditions or working irregular hours.*
- *Ability to stand, walk and sit for periods of time.*

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the *performance* of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Benefits:

Proliance Surgeons is one of the largest surgical practices in the country, with over 425 providers including over 250 board-certified physicians providing treatment at more than 100 care centers in Washington State. Our range of specialties includes orthopedics, sports medicine, spine, ear nose & throat, general surgery, ophthalmology, obstetrics & gynecology, urology and more

Proliance Surgeons offers a generous benefits package including Medical/RX, Dental, Vision, 401k with profit sharing and more! Plus ALL of our employees enjoy the free perks of our employee purchasing program offering a variety of discounts on purchases made every day – including cell phone service!

Proliance Surgeons is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.

All employment decisions at Proliance Surgeons are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.