

ORTHOUTAH

Bone and Joint Specialists

The Offices of Dr. Matthew Bitner and Dr. Daniel Higbee are currently accepting applications for a full-time medical assistant.

Our practice is seeking a highly motivated, dependable, energetic healthcare professional who possesses the ability to anticipate the needs of the physician, is able to problem solve, function in a highly organized manner and care for the patients we serve with high regard.

The applicant will be required to:

- Room patients and take vital signs
- Provide a brief assessment of the chief complaint.
- Authorize and schedule diagnostic testing
- Coordinate patient calls and requests on behalf of the physician
- Complete patient care documents and disability forms
- Maintain EHR documentation
- Assist the physician with cast application, cast removal, bracing and suture removal. (on the job training will be provided)

Salary: Negotiable

Hours: Full-time

For questions, please call

Patti Bennett @ 435-339-1983

Please forward your resume to:

pbennett@orthoutah.org or Fax to 435-723-3391