



**MEDICAL ASSISTANT**  
**Rockland County, NY**

Northeast Orthopedics and Sports Medicine has several Orthopedics practices in Rockland, Orange and Westchester counties. We currently have an exciting opportunity as a **Medical Assistant** in our medical practice in Rockland County, NY

**Job purpose**

To assist the physician in their treatment of patients. To ensure the accuracy of all medical information entered. To provide a caring and compassionate environment for all patients as they begin their treatment with the physician of Northeast Orthopedics and Sports Medicine.

**Specific duties and responsibilities**

- Prepare encounters for doctors with previous visit & reason for visit details
- Room Patients and obtain any further information on Medical history form
- Explain the portal to the patients and obtain their email
- Enter medical history and reason for visit
- Review medications on all patients
- Pull up all diagnostic imaging studies from outside facilities
- Remove casts as needed
- Sterilize all medical instruments used in the office
- Answer all medical related question from patient
- Triage all medication requested before sent to physician
- Phone in prescriptions to pharmacies as requested by physician
- Schedule appointments for injections, keep track of inventory and place order
- Schedule DME fit, pick up and proper usage
- Inventory and order clinical office supplies
- Check all sharp containers
- Restock patient rooms
- Clean and close rooms at the end of the day

**Experience and Skills Required**

- Must have a minimum of 3 years Medical Assistant experience in a fast paced EHR medical office.
- HS degree or equivalent
- Knowledge of medical terminology and medical office procedures
- Knowledge of all HIPAA and OSHA protocols

*Medical Assistant (cont.)*

- Spanish is a plus
- Must have excellent communication and listening skills
- Ability to multi-task, Patient Focus, Time Management
- Attention to Detail ability to work independently with little supervision.
- Must be a team player.

We offer competitive hourly rate, health insurance medical, dental, vision, additional voluntary plans, 401K, parental leave, paid PTO.

Interested candidates should email their resume with desired hourly rate to [mgarabed@neosmteam.com](mailto:mgarabed@neosmteam.com).

*NEOSM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*