



IDAHO SPORTS MEDICINE INSTITUTE™

Job Description

Overview

Assists and serves patients, medical providers, and other staff in fast-paced orthopedic sports medicine clinic to provide professional and courteous care to active patients of all ages.

Requirements

Must be a licensed Athletic Trainer with certification from the National Athletic Trainers' Association, Board of Certification, Idaho State Board of Medicine Licensure and Maintain BLS Certification.

Able to use clinic practice management and electronic health record software and have a working knowledge of Microsoft Word and Excel.

Abide by HIPAA guidelines at all times.

Essential Functions

Specifically works with Orthopedic Surgeons and Sport Medicine Primary Care Physician.

Greets and rooms patients. Makes sure patient is in appropriate attire for exam and x-rays. Obtains vitals, detailed history, and loads outside images for physician and exam room and removes any casts, dressing, or brace. Prepares room for general medical examinations.

Logs the patient room and status on electronic tracking system and creates office visit encounters and loads patients' medical demographic information. Provides physician with summary of patients' chief complaint, present illness, review of systems, vitals, referring physician, previous imaging, labs, etc. Assists physicians with injections and ultrasound guided injections, fracture management, wound closures, chaperones hip and back exams as needed, collects then labels lab samples and acts as a patient liaison for follow up communication. Reviews and updates patient medical demographic information at each follow up visit. Assist physician with women's health general medical examinations.

Provides exercise instruction, fits functional and postoperative braces, off the shelf orthotic, and metatarsal pad fittings, provides casting and splinting services and wound dressing.

Provides preoperative patient education instructions, obtain vitals, review upcoming appointments, reviews current medications, discuss and review postoperative pain management, wound care, and postoperative initial exercise plan and fit with brace as needed. Verifies patient pharmacy and sends prescriptions electronically or prepares written prescription orders for physician and answers additional patient questions as needed.

Responsible for triage of prescriptions, phone calls, both general and scheduling questions for Clinical and Rehabilitation Patient Service Representatives. Acts as the patients' primary point of contact for prescription care.

Maintains clinical equipment, stocks medications, supplies and patient rooms, cleans and maintains patient rooms to include laundry and Autoclave.

Evaluate outside referrals daily to determine patient's fit for scope of practice

Pull lab reports from fax, triage results and inform specific provider or surgery scheduler

Aids with marketing and special events as needed.

Performs other duties as assigned.

Physician Extender Clinical Staff Full-Time

Job Information

Days: Monday - Friday

Hours: 8:00-5:00 (or as dictated by Physician)

Salary TBD Based on Experience

Reports To

Clinical Lead, Physicians, Office Administrator

Physician Extender, Clinical Staff

Work requires attention to detail and accuracy.

Must possess tact to deal effectively with patients, other employees and physicians.

Does not supervise any other employee(s).

Working Conditions

While performing the duties of this job the employee is occasionally lifting/carrying up to 20 lbs. Also the employee is occasionally pushing/pulling up to 20 lbs. The noise level is occasionally moderate, and frequently quiet. Work includes sensory ability to talk and hear. Work in this position also includes close vision, distance vision, peripheral vision and depth perception. Employees will sit, stand, walk, reach and grasp. The work environment will include inside conditions.