

Administrative Assistant

[South Shore Orthopedics Hingham, MA, USA](#)

Benefits Offered Compensation

401K, Dental, Life, Medical, Vision

Employment Type: Full-Time

Compensation: \$18 to \$24 Hourly

Reports To: Administrative Manager

Department: Administrative Assistant Dept.

Why Work Here?

“Energetic, fast paced and fun environment, with excellent benefits and team delivering exceptional care!”

Position Summary: To perform secretarial duties to provide administrative and organizational support for the office by performing the following duties.

Responsibilities:

- Answers multi-line telephone system, takes accurate messages, and screens and directs telephone calls for the team in a professional manner.
- Sorts and distributes mail and faxes throughout the day.
- Scans patient medical records throughout the day, which can include transfer of care paperwork, result reports, physical/occupational therapy notes, etc.
- Surgical scheduling, which includes:
 - Populating surgery booking slips
 - Coding of surgical procedures, including ICD-10 codes, as needed
 - Coordinating surgical dates and clearance appointment dates with patient
 - Scheduling surgery and associated appointments in EMDs, Epic, and Google Calendar
 - Populating surgical confirmation letter and mailing it to patient with associated materials as needed
 - Ordering of equipment for OR, which can include coordinating with reps
-Scheduling interpreters as needed
- Gathers preoperative medical/cardiac clearances in preparation for surgery evaluation.
- Populates (or assists medical assistants in populating) preoperative orders.
- Arranges OR schedules, prepares weekly surgery schedules with MRI, CT, and/or Xrays, and opens surgery notes for providers.

- Maintains provider's Google calendar, which can include meetings, clinic/OR schedules, conferences, and time off, as well as paying attention to the call schedule 9.
Blocks/opens/rearranges providers' clinical schedules.
- Manages physician assistant time off, which can include finding coverage for call and surgery assists.
- Provides backup for other administrative assistants when they are out of the office.
- Keeps track of disability paperwork.
- Monitors the order tracking board, which can include calling facilities for lab/diagnostic imaging result reports, tracking these results, and input of lab results in the flow chart.
- Coordinates PRP injections and PICC lines.
- Manages GetWell Loop, which can include registering patients, responding to messages, and forwarding messages to the team.
- Books same-day cortisone injections and duplex ultrasounds with 2PP Radiology
- Appropriately manages providers' EMDs schedules.
- Stocks paper supplies and total joint books, among other office supplies.
- Other duties may be assigned. May include:
 - Provides support to assigned physicians, which can include managing personal
 - Mailing
 - Faxing
 - Calls
 - Registering for conferences
 - Booking accommodations
 - Flights and ground transportation
 - Tracking of CME and MOC
 - Other duties as requested by the provider.
- **Skills:**
 - Interpersonal Skills
 - Oral Communication Skills
 - Written Communication Skills
 - Reading Skills
 - Customer Relations
 - Professionalism
 - Filing
 - Organization

- Planning
- Time Management
- Computer Literacy
- Keyboard Skills
- Ability to Multitask
- Proficiency in PowerPoint
- Education/Experience:

Qualifications:

- High School Diploma or Equivalent. Prior secretarial experience helpful

About South Shore Orthopedics:

www.southshoreorthopedics.com

South Shore Orthopedics is a group practice with a dynamic and progressive culture. The highest quality orthopedic care is delivered with a modern and efficient approach. Each and every member of our organization exhibits honesty, integrity and respectful behavior. Our team will continue to grow and advance to meet the musculoskeletal needs of our community.

Our mission is to provide the highest quality orthopedic care in an accessible, safe, respectful and efficient manner.

As a group orthopedic practice, it is critical that our organization functions as a team and we collectively strive to create a work environment that is cooperative and collegial. Effective communication is vital. Each and every member of our team understands the competitive nature of our industry and, therefore, strives for excellence, both as an individual and on behalf of South Shore Orthopedics.

Professional development at all levels is supported and encouraged to deliver the safest and highest clinical care.

Our patients, our referring physicians and their offices are our customers. Their referrals are vital to our success. They will always be treated with respect and compassion.

Success and vitality are assured through a fiscally conservative management, anticipation of opportunities and flexibility to change.

Hard work will be rewarded, humor and fun appreciated and mutual respect demanded.

Report Job

Company website: <http://www.southshoreorthopedics.com>

Company address: 2 Pond Park Road Suite 102 Hingham MA 02043

Posted date: 23 days ago

[View all Jobs at South Shore Orthopedics](#)

Apply Now

Share this job

Your privacy is our priority. Learn more: [Do Not Sell My Personal Info](#)

- [Privacy Policy](#)
- [California Privacy Notice](#)
- [Terms of Use](#)
- [Attribution Notices](#)
- [Corporate Responsibility](#)