

# THE ORTHOPEDIC INSTITUTE OF PENNSYLVANIA

*family of care*



Job Title: Medical Office Assistant (MOA)

Date Created: 5/2014

Reports To: Operations Manager

Last Revision: 08/28/2018

Department: Doctor's Assistants

FLSA: Non-Exempt

**GENERAL SUMMARY OF DUTIES:** Assist the Doctor's Assistant with charts, test results, scheduling and precerting tests, and surgery paperwork while providing outstanding patient care and customer service. This position will progress into a doctor assistant.

## ESSENTIAL FUNCTIONS

- Preparing information for surgeries
- Preparing charts for office hours
- Scheduling and requesting appointments, x-rays, tests, surgeries, depositions and prescriptions
- Processing mail and filing
- Other duties as assigned – i.e. covering physician's calls for co-workers as needed.

## EDUCATION

High school diploma or equivalent. Certificate or degree from accredited medical secretary program is preferred.

## EXPERIENCE

One year of medical or medical office experience, and computer experience in a medical office setting. Knowledge of medical terminology, basic anatomy and physiology.

## ENVIRONMENTAL/WORKING CONDITIONS

Work is performed in an office setting with some travel between offices. May be stressful at times due to multiple projects and priorities. May deal with angry or upset patients.

## PHYSICAL/MENTAL DEMANDS

Work requires hand dexterity, stooping, bending, and sitting. Employee must possess visual and auditory acuity in order to communicate with physicians, co-workers, patients and outside customers.

\_\_\_\_\_  
Employee Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date