

 <p>CHATHAM ORTHOPAEDIC ASSOCIATES, P.A.</p>	<p>Job Description</p> <p>Orthopaedic Technician</p>	<p>Effective Date: 01/01/13</p> <p>Reports To: Director of Operations</p> <p>Revised: 04/12/2021</p>
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I. Job Summary

Under the general direction of the Director of Operations receives physician and midlevel provider orders, assesses patients, and provides casting, splinting, wound-care and durable medical equipment.

Orthopaedic Technicians will strive to continually improve patient satisfaction and exceed expectations for service.

II. Essential Job Responsibilities

Reviews and executes physician and mid-level orders for patient casts, splints and durable medical equipment; clarifying instructions if unclear or patient unable to comply.

Courteously receives patients and clearly communicates orders to be done as well as patient position needed in order to provide service and fit appliance.

Inspects all casts, splints and equipment prior to patient departure to ensure quality.

Orders and receives durable medical equipment from approved vendors; maintains proper par levels and inventory; checks shipped orders against requisition and packing slip to ensure accuracy; corrects errors, adjusts invoices as appropriate with vendor and / or returns equipment.

Ensures pre-authorizations are completed as appropriate; completes patient forms and documentation.

Conducts quality control on equipment and maintains logs.

Responds to patient questions and concerns about equipment use or billing.

Responds to all regulatory inquiries and inspections in conjunction with CEO.

Attends staff meetings and provides constructive ideas to improve quality of treatment, patient education and efficiency of clinic.

Contributes to the safe environment of patients and staff including notifying persons if equipment needs to be repaired or is broken, utilizing personal protective equipment and good infection control practices.

Complies with all applicable state and federal regulations.

III. Other Job Responsibilities

Performs other related duties as assigned.

Maintains collaborative working relationship with all other employees.

Upholds strictest confidentiality.

IV. Minimal Qualifications

Education

High School Diploma

Experience

Clinical and/or work experience in outpatient orthopaedics, and infection control knowledge.

Certification / License

Certification preferred

Physical demands

Must be able to use upper and lower extremities for reaching, manipulation and lifting up to 50 lbs. on occasion, perform sitting, standing constantly (all day), walking and/or moving frequently; manipulate machines as needed, tolerate environmental changes in the clinic..

V. Independent Action

Under general direction, functions independently in coordination of assigned duties. Refers to manager as appropriate on clarification of practice policy and procedure.

VI. Supervisory Responsibility

May orient other orthopedic technologist or student interns as needed.

VII. Human Relations/Customer Communications

Communicate verbally and written with employees, physicians, patients, patient family members and public as a representative of the practice.

VIII. Personal Protective Equipment

Personal Protective Equipment (PPE) is provided by practice, and must be worn when there is a reasonable risk of occupational exposure to blood or body fluids.

IX. Occupational Exposure Statement

Category I Exposure Statement: High risk for contact with blood and body fluids for this position. Use of PPE and Universal Precautions required.

X. Americans with Disability Act Statement

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

XI. Statement

The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all required of personnel so classified.