



## **Job Listing: Medical Assistant**

### **ABOUT OUR PRACTICE:**

Motion is Medicine (MIM) Sports Medicine was founded by Daniel Clearfield, DO, MS, FAOASM in February 2019. He is a Board-Certified physician in Primary Care Sports Medicine as well as Family Medicine & Osteopathic Manipulative Medicine.

Our practice specializes in:

- Sports Medicine & Non-Operative Orthopedics
- Regenerative Orthopedic Medicine
- Osteopathic Manipulative Medicine
- Concussion Management

Our practice location is:

7500 Davis Boulevard, Suite 200  
North Richland Hills, TX 76182

### **OUR MISSION:**

At Motion is Medicine Sports Medicine our Mission is to provide holistic, honest, and affordable healthcare. We seek to avoid unnecessary imaging, testing, and procedures; practice with integrity, and make it about the physician-patient relationship, not about the business.

### **OPPORTUNITIES:**

We realize there is a diversity of skills, treatments, and procedures that are taught to Medical Assistants in your training. At Motion is Medicine you will have the opportunity to practice to the full extent of your training, as well as have the potential to earn additional training and skills. You will also be able to have a more optimal work/life balance.

### **COMPENSATION AND BENEFITS:**

Current compensation rate is \$15 per hour. Health insurance is currently unavailable by the employer. Paid vacation and sick leave available after the first 90 days of employment.



### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- ❖ High school diploma or GED.
- ❖ Diploma, certificate, or associate's degree in medical assisting, or similar preferred.
- ❖ BLS certified
- ❖ CPR certified
- ❖ Ability to record, monitor, and report a patient's condition to professional personnel.
- ❖ Knowledge of healthcare practices, standards, and medical terminology.
- ❖ Exceptional interpersonal skills to assist and reassure patients.
- ❖ Ability to prioritize and perform multiple tasks as directed by healthcare professionals.
- ❖ Excellent written and verbal communication skills.

### JOB DESCRIPTION:

Under the direction of the Motion is Medicine Owner, this will start as a 20 hour per week position with the following responsibilities, which include clinical and administrative tasks:

### MINIMUM JOB REQUIREMENTS

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to schedule patients.
- Skill in the use of personal computers and related software applications.
- Knowledge of clinical operations and procedures.
- Ability to obtain patient registration and provide documentation.
- Knowledge of medical terminology.
- Ability to perform basic patient assessments
- Ability to process patient referrals
- Ability to interact and communicate with people over the telephone
- Knowledge of medical billing procedures
- Clerical, word processing, and/or office skills
- It is necessary for the candidate to have an interest and proficiency in phlebotomy for the purpose of platelet rich plasma (PRP) injections. Once training is obtained and skills are evaluated, the MA will perform blood draws for the purpose of PRP as well as obtain and submit labs as needed.



- The candidate must be comfortable with preparing platelet rich plasma (PRP) as well as micro-fragmented adipose tissue (MFAT) and bone marrow aspirate (BMA). These procedures require the handling of blood and surgically acquired soft tissue material.

#### TYPICAL DAY-TO-DAY:

- Answering the phone and calling patients, getting them entered into the EMR and scheduling them appropriately based off of our scheduling template.
- Promptly responding to patient questions and appointment inquiries through the MIM e-mail, text, and/or website resources.
- Prepare the injection equipment and assist the physician and athletic trainer with injection procedures done in the office.
- Preparing and assisting with ultrasound procedures, both diagnostic and US guided.
- Assists with orders and maintains inventories of supplies, as required to support day-to-day unit clinical and administrative operations.
- Assists in maintaining the cleanliness and serviceability of unit facilities and equipment; aid in turning rooms over before the next patient arrives, as well as arranging for maintenance and repair as needed.
- Work cooperatively with all members of the Motion is Medicine team.

#### Additional duties and responsibilities may include:

- Recordkeeping and electronic documentation of patient encounters.
- Clinical duties in the office may include performing a thorough but timely medical history on each patient resulting in obtaining the vitals, history of the injury/condition, and succinct presentation of these to the physician.
- Performance of educational responsibilities in clinic are specific to the needs of each individual patient, including exercise instruction and demonstration, performance of treatment modalities at the doctor's discretion, and answering patient questions regarding their treatment plan, rehabilitation, and future care.
- Cleaning and maintenance of the musculoskeletal ultrasound machine, including monthly backing up of the machine.
- Processing payments for the services rendered (when receptionist is not available).
- Clerical duties in the office include, but are not limited to: writing and submitting orders for advanced imaging and physical therapy (ensuring they are received and patients are scheduled within a timely manner), requesting medical records (as needed), reviewing



faxes that are incoming/outgoing, and sending completed notes to primary care physicians and referring providers, when applicable.

- Communicate with physicians and coaching staff regarding the injury status of athletes.
- Additional outreach coverage may occur and will be communicated by the Owner and Practice Manager.
- Serve as a clinical resource for front desk and other administrative personnel.

**TO APPLY:**

Please email a cover letter, resume/CV, and list of three references to our Practice Manager, Sarina Clearfield, at: [sclearfield@motionismedicinedfw.com](mailto:sclearfield@motionismedicinedfw.com) as well as the Owner & Medical Director, Dr. Daniel Clearfield, at: [dclearfield@motionismedicinedfw.com](mailto:dclearfield@motionismedicinedfw.com)