

## Clinical Specialist (Scribe) (CMA) (Full-time)

Location: Anderson

### Why Join CIO?

Central Indiana Orthopedics has been proud to serve central Indiana for over 70 years. With offices in Muncie, Anderson, Marion and Fishers, CIO strives to be a trusted and preferred provider of orthopedic healthcare services for the communities we serve. Providing excellent orthopedic care while treating all people with dignity and respect is the core of who we are and what we do on a daily basis.

Employees enjoy a team environment with a focus on balancing their commitment to work life and home life. Additionally, eligible employees have access to excellent benefits which include:

- Consistent work schedules with no nights, weekends or major holidays
- Accrued paid time off
- Health, Dental and Vision insurance plans
- Company-provided life and long-term disability insurance
- A robust 401k retirement and profit sharing plan

### What You Will Do?

The **Clinical Specialist** is responsible for making patients feel comfortable during the visit, directing patients while in the clinic, and assisting with patient care and procedures as needed,, including scribing for the physician while in the exam room.

- Perform initial assessment and intake of information, including interviewing patients for medical history information, measuring vital signs, and recording information in patients' charts
- Deliver patient care and assist in procedures as directed by provider
- Maintain and update patient records accurately and efficiently
- Assist with maintaining a clean and stocked clinic environment
- May document or transcribe the provider's encounter with the patient, including entering information in the electronic health record and entering orders as directed.

### What You Will Need:

#### **Qualifications and Education Requirements**

Minimum of high school diploma or GED required. One to two years professional experience in clinical setting preferred. Additional education in the areas of medical assisting or nursing required. Possession of applicable certification or state license is required.

#### **Certification/License Requirements**

Required to maintain current CPR and Emergency First Aid certifications. Specific licenses and/or certifications applicable may be one of the following:

- Certification from the American Association of Medical Assistants

Interested in joining our team? Please visit our [Careers portal](#) and create an account to submit your resume and information. If you have any questions, please contact [hr@ciocenter.com](mailto:hr@ciocenter.com).