



Bracing & Orthotic Fitter- Part-time

Select Ortho @ Orthopaedic Associates of Wisconsin

This individual will be responsible for the proper fitting and dispensing of bracing, medical equipment, and ambulatory devices. Insurance verification, authorizations, and collection of patient payments will be expected. The candidate will be required to educate patients on use, care, and outcome for products as it pertains to the patient's recovery. Fostering positive relationships through effective communication with patients, physicians, peers, and visitors is expected. Accurate and timely documentation into EPIC, answering patient phone calls, and stocking of inventory are also incorporated into job duties. We are looking for a professional, dependable, and caring individual that enjoys working with patients. Previous orthopedic experience preferred but not required.

Desirable candidate will possess:

- High School Diploma or equivalent.
- Enrolled in or graduated from a collegiate healthcare program.
- Knowledge of medical anatomy and terminology.
- Must be detailed orientated with excellent organizational and communication skills.
- Strong interpersonal skills and phone etiquette with a professional and courteous manner required.
- Strong organizational, judgment, communication and analytical skills; sometimes under pressure.
- Ability to multi-task and perform multiple priorities.
- Cooperative and professional behavior toward patients, peers, providers, management and visitors.
- Ability to promote favorable facility image with patients, providers, insurance companies and general public.
- Ability to make decisions and solve problems.
- Go-getter attitude and a "can-do" attitude.
- Evidence of leadership qualities.
- Ability to work in a fast-paced environment.
- The ability to contribute in a team environment and and/or independently, to provide excellent customer service.
- Prior experience is preferred but not required. Proper training will be provided.

Please send resume and cover letter to Jen Hubbard, MS, LAT, CFo at: jhubbard@selectortho.net