



Job Title: Medical Office Triager

Company: Pediatric Associates Prof., LLC

Location: Montrose Clinic (Western Colorado)

About Pediatric Associates:

For over 45 years, Pediatric Associates has been a leading pediatric healthcare provider in Western Colorado, delivering comprehensive and compassionate care addressing the physical, emotional, and mental health needs of children and adolescents. Our team provides the latest evidence-based care, using the guidelines set forth by the American Academy of Pediatrics. With a commitment to promoting the well-being of young patients and their families, we offer a supportive and dynamic work environment where professionals can thrive and make a meaningful difference in the lives of others.

Our office environment embraces warmth and friendliness, mirroring the welcoming vibe of the surrounding area. Situated on the Western Slope of Colorado, we enjoy consistently mild weather and abundant outdoor pursuits. Whether you're starting a family or advancing your career, this picturesque locale offers endless opportunities.

Position Overview:

Full-time position open in our Montrose location for a Triager/Medical Assistant or licensed Practical Nurse willing to learn and grow with our team.

As a member of our medical staff, you will be responsible for providing administrative support to ensure efficient operation of the medical office. You will support clinicians and patients through a variety of tasks related to patient care management, organization and communication. The target is to complete all activities accurately, with a high level of quality and in a timely manner.

Key Responsibilities:

- Primary Role: Triaging patient family calls, sending refills, calling on lab/x-ray results. Will need to have good communication skills with families.
- Secondary role: Interview patients and document basic medical history
- Assist clinicians during medical examinations and with vital signs, injections, minor surgical procedures and running lab tests
- Prepare and clean treatment rooms and medical instruments
- Update medical records
- Produce and distribute correspondence memos, letters, faxes and forms

DELTA CLINIC

242 Cottonwood Street
Delta, CO 81416
970-874-7552

MONTROSE CLINIC

947 South Fifth Street
Montrose, CO 81401
970-249-2421



Qualifications:

- Proven working experience as a medical professional
- Knowledge of medical office systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Social perceptiveness and service-oriented
- Excellent written skills and computer knowledge
- Strong organizational and planning skills
- Proficiency in MS Office and patient management software
- Strong Communication skills with families in person and over the phone

Pay: \$17.00 - \$22.00 per hour

Expected hours: 32 per week

Schedule: Monday through Friday; rotating weekends

Benefits:

- Competitive salary
- Comprehensive benefits package, including medical, dental, and vision insurance.
- Retirement savings plan with employer match.
- Paid time off and holidays.
- Continuing education and professional development opportunities.
- Supportive work culture that values teamwork, innovation, and excellence in patient care.

How to Apply:

Interested candidates are encouraged to submit a resume, cover letter outlining their qualifications, interest in the position and what your favorite Disney movie is and why. All items to be emailed to Brittany at brittany@thepediatricassociates.com or dropped off at the Montrose Clinic, 947 S. 5th St. Please include "Medical Office Triager" in the subject line of your email.

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