



Certified Medical Assistant (C-MA) part-time

Care Center: Marysville Family Medicine

Location: Marysville

Description:

Currently seeking a part-time Medical Assistant for our Family Practice clinic.

Duties include but not limited to:

- Triage patient calls and schedule appointments as needed
- Refilling prescriptions, obtaining insurance prior authorizations, & complete paperwork as needed
- Sending patient recalls as needed
- Medical supply management as needed
- Room patients and take vitals as need when covering for providers
- Performing Labs/Injections/EKGs/Spirometry as needed
- EMR documentation

Job Requirements:

- Reliable, punctual and committed to quality care
- Ability to multi-task and flexible changing job duties throughout shift
- Must be team-minded, friendly, self-driven and able to work independently
- Good communication skills as well as time management and organizational abilities
- Current MA-C certification in Washington State
- At least one-year experience in a medical office – Family Practice setting preferred.
- Must be supportive of childhood vaccinations and family planning measures
- Centricity or other EMR experience preferred
- **MUST be experienced & comfortable drawing blood and working in the lab**

Schedule: Approximately 27 per week – To include evening and Saturday hours (Additional hours as needed to provide department coverage)

Salary: DOE

Please send cover letter and resume to: rtaylor@wwmedgroup.com