



## **Medical Assistant (MA)**

**Care Center:** Orthopedics

**Location:** Everett

### **Description:**

Medical Assistant's role is to provide temporary support to all providers that may require clinical or front office support.

Part Time and Full Time hours per week – Competitive salary and benefits offered.

### **Requirements:**

Minimum of 1-year Medical Assistant experience. Current CPR certification within 60 day of employment required. Course work in confidentiality/safety, computer applications, managed care/referral processes, medical terminology/spelling, medical documentation and coding (CPT/ICD).

### **Knowledge, Skills & Abilities:**

- Strong verbal, written and interpersonal communication skills necessary.
- **Experience in Orthopedics/Spine helpful, X-ray capabilities and knowledge of Orthopedic casting also useful.**

Must be able to: work in collaboration with other health care professionals; anticipate patient and physician/provider needs; work effectively in a fast paced, changing environment; work in high volume and high pressure situation while maintaining a caring and understanding attitude with patients and clinic personnel; have strong organizations skills, ability to plan and prioritize work; take initiative, solve problem and make decisions.

**All interested applicants please send your resume to [Sullivan@wwmedgroup.com](mailto:Sullivan@wwmedgroup.com)**