



Western Washington Medical Group

Position: Patient Services Representative / Receptionist
WWMG Department of Ear, Nose & Throat, Allergy & Audiology

Description: Front office receptionist – Part time (4 days per week)

Duties include but not limited to:

- Dedicated to greeting/checking in patients
- Scheduling appointments
- Answering multi-line phones
- Triaging calls
- Preparing patient charts
- Collecting appropriate registration documents
- Other administrative duties to support clinic operations and management

Requirements:

- High school diploma or equivalent
- Microsoft application skills: Word, Excel, and Outlook
- Data entry skills required
- Demonstrates customer service skills
- Excellent organizational skills, high attention to detail and accuracy
- Knowledge of medical terminology preferred
- Knowledge of insurance payors in Washington State preferred
- Skill in using fax, scanner, telephone, photocopier
- Pleasant and effective communication skills
- Ability to work well under pressure and time constraints
- Reliable, punctual, and committed to quality care
- Demonstrated ability to manage multiple tasks simultaneously
- Experience with EMR/Centricity/Athena Practice preferred.

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

We're interested in learning more about you and appreciate your taking the time to apply online. We are committed to employing a diverse workforce. *We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply.*

Hours: 24 hours per week: Monday, Tuesday, Wednesday, Friday 9:00am-4:00pm

Salary: DOE

Please forward a cover letter and resume to: jsetzer@wwmedgroup.com