



Western Washington  
Medical Group

**Position:** Certified Medical Assistant  
WWMG Department of Ear, Nose & Throat, Allergy & Audiology

**Description:** Part time; 2 days per week.

**Duties include but not limited to:**

- Room patients and obtain vital signs
- Take complete health history and perform medication reconciliation
- EMR documentation
- Set up and assist in minor office procedures
- Clean, sterilize, and maintain instruments
- Perform a variety of in office testing including allergy testing, spirometry, exhaled nitric oxide
- Give intradermal, subcutaneous, intramuscular injections
- Refill prescriptions, obtain insurance prior authorizations, complete paperwork as needed
- Triage calls
- Other duties as assigned

**Requirements:**

- High school diploma or equivalent
- Completion of a Medical Assistant Program OR completion of a Military Medical Corpsman Program
- Current WA State CMA license
- Reliable, punctual, and committed to quality care
- Demonstrated ability to manage multiple tasks simultaneously.
- Highly organized with a high level of attention to detail
- Ability to communicate clearly both orally and in writing
- Experience with EMR/Centricity 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:** 16 hours per week

**Salary:** \$20 - \$24 per hour

**Compensation:** Medical, dental, vision, 401K, profit sharing

**Please forward a cover letter and resume to:** [ckimsey@wwmedgroup.com](mailto:ckimsey@wwmedgroup.com)