



Western Washington Medical Group

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

Description: CMA for full time provider 4 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

Hours: 35 hours per week

Salary: DOE

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

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