

**CMA – Full Time**

Busy Family Practice office has an immediate opening for a medical assistant with experience.

**Date: 05/17/21**

**Location: Marysville**

**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 INRs/Injections/EKGs/Spirometry/Covid Testing 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

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.

**Schedule:** 40 per week –

**Salary:** DOE

**Please send cover letter and resume to: [rtaylor@wwmedgroup.com](mailto:rtaylor@wwmedgroup.com)**