



Western Washington
Medical Group

Triage Certified Medical Assistant – Full Time [Mon, Tue, Wed, Thurs, Fri]

WWMG is currently searching for a CMA to join our ENT & Allergy team. Compensation depends on experience.

Triage Certified Medical Assistant Duties Include but are not limited to:

- Triage patient calls, checking medical assistant voicemails; Document, and direct patient messages to the correct provider support staff, and returning patient calls as needed.
- Complete all medication prior authorizations with patient insurance companies, complete the required forms. Follow up on authorization outcomes and update the provider, support staff, and patient of outcomes.
- Coordinate prescription medication refills that come in electronically and through fax, input faxed prescription requests into the EMR. Follow office protocols for refilling prescriptions as outlined.
- Complete patient referrals, imaging orders, laboratory orders, and other diagnostic tests as needed. Complete required authorizations and paperwork as required. Follow up on authorization outcomes and update the provider, support staff, and patient of outcomes.
- Medical office supply management as needed.
- Room patients and take vitals as need when covering for providers.
- Other duties as assigned.

As a qualified applicant, you will need:

- High school diploma or equivalent.
- Completion of a Medical Assistant Program OR completion of a Military Medical Corpsman Program.
- Current active 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.
- Excellent customer service skills.
- Ability to communicate clearly both orally and in writing.

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.*

APPLY TODAY by submitting a cover letter and resume to: jsetzer@wwmedgroup.com