



Western Washington
Medical Group

Certified Medical Assistant – Full Time

Date: 5/25/22

Location: Everett

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

Two years' previous medical experience preferred, and must be a strong team player. Quality customer service skills, attention to detail, flexibility in assignments, and previous experience in Primary Care appreciated.

Job Requirements:

- Reliable, punctual and committed to quality care
- Ability to multi-task and flexible with 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 CMA certification in Washington State
- Must be supportive of childhood vaccinations and family planning measures
- Centricity or other EMR experience preferred

Duties include but not limited to:

- Triage patient calls, check Medical Assistant voicemails and schedule appointments as needed
- Refill prescriptions, obtain DME prior authorizations, & complete paperwork as needed
- Sending patient recalls as needed
- Medical supply management as needed
- Room patients and take vitals
- Performing INRs/Injections/EKGs/Spirometry/Covid testing as needed
- EMR documentation

Schedule: 40 hours per week (4/10's or 5/8's)

Salary: DOE

To Apply: Please submit cover letter and resume to: denise.leavitt@wwmedgroup.com