



**Western Washington**  
Medical Group

## **Certified Medical Assistant – Full Time**

**Date:** 1/10/22

**Location:** Marysville

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
- You must be able to provide proof of legal authorization to work in the United States

### **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

### **Benefits include:**

- Medical, Dental, and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

**Schedule:** 40 hours per week (4/10's)

**Salary:** Hourly wage, \$22 - \$26 per hour depending on experience, skill set and education

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

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