



**Western Washington**  
Medical Group

## **Medical Assistant – Full Time**

**Date:** 10/19/23

**Location:** Everett/ Silver Lake

### **JOB SUMMARY**

Western Washington Medical Group's Cardiology Clinic is looking for an energetic and friendly MA to join our team! Medical Assistants support our providers in all aspects of running an efficient and professional practice. The MA provides:

- assistance with patient care
- prepares for patient visits
- assists provider with procedures/tests and
- is responsible for individually assigned back office duties.

The medical assistant is responsible for keeping exam rooms clean and stocked. They provide back up for the front office as needed, demonstrate initiative, is flexible in assisting other team members as needed, and is a highly organized and detail-oriented professional.

### **ESSENTIAL FUNCTIONS**

#### **1. Provides Patient Care** - includes but is not limited to:

- Pre-Loading Charts: Research charts for each upcoming appointment, prepare all medical records as desired by physician and load test results and appropriate hospital information into patient charts
- Rooming Patients: Vital signs (heart rate, blood pressure), height and weight. Completion of the office note to the desired specifications of the provider. Updating medication list. Understanding patient symptoms. Maintaining patient flow patient to ensure an efficient day for the physicians.
- Pharmacy requests and prescription refills: Research chart, determine appropriate refills based on providers' notes, and electronic filing if appropriate.
- Cardiac Monitors: understand machinery; prepare, operate and create EMR document for cardiac monitor encounters.

#### **2. Patient Communication** - includes but is not limited to:

- Prioritize patient/visitor/employee questions, requests, complaints, and compliments.
- Demonstrates appropriate discretion and judgment when handling sensitive and confidential information.
- Answers multiple telephone lines using defined etiquette standards; route calls and messages.
- Maintains constant attention to Provider Voicemail, answering questions and routing patients appropriately.

- Ability to relay physician's instructions clearly to patients and families over the phone and in person.
- Ability to clearly explain cardiac tests/procedures instructions to patients.
- Acts as back up to front office scheduling team as needed.

**3. Administrative Physician Practice Management** - includes but is not limited to:

- Organizes medical records and retrieves information as necessary.
- Assist Medical Records department as needed.
- Assist physicians with rescheduling patients as needed.
- Assist physicians with conducting research trials as needed.
- Assist Scheduling team with creating, validating and mailing recalls for patients.

**4. Equipment, Supplies and Work Environment** - includes but is not limited to:

- Maintains clean, stocked exam rooms.
- Maintains medication sample cupboard.
- Alerts supervisors and staff about needed supplies

## **QUALIFICATIONS**

**Education Background:**

- High school diploma or GED equivalent.
- Some college coursework preferred.
- Medical Assistant Program.

**Licensure, Registration, Certification:**

- State of Washington, Medical Assistant – Certified (Current).
- State of Washington – Registered (Current).
- BLS Certification required.

**Work Experience**

- Minimum of two years' experience in a health care setting as Medical Assistant Certified employee; preferred NOT required.
- Must be able to provide proof of legal authorization to work in the United States.

**Special Training/Skills:**

- Microsoft application skills: Word, Excel and Outlook.
- Data entry skills required.
- Excellent customer service skills.
- Excellent organizational skills, high attention to detail and accuracy.
- Knowledge of medical terminology.
- Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

- Ability & experience performing EKG tests.

### **Physical Abilities**

- Ability to sit for up to four hours at a time. Able to operate a computer. Safely maneuver patients and supplies.
- Physical Demand Level: Medium
- In an 8-hour workday, must be able to-
- Lift / Carry
  - 20 to 50 pounds occasionally
  - 10 to 25 pounds frequently
  - up to 10 pounds constantly
- As required, must be able to:
  - Sit, Stand, Walk, Bend, Squat, Kneel, Crawl, Climb and Reach above shoulders
  - Push and Pull
  - Perform fine motor functions
  - Must possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff.

The job description is representative of work performed by this position and is not intended to be all-inclusive. Employees may be expected to perform other duties that are related, similar, or a logical extension, as assigned. All employees are expected to meet organizational expectations.

Some positions also have “skill and competency checklists”, available from the manager, which define tasks and performance levels in more detail.

**Job Type:** Full-time

### **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Free parking
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

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 are interested in learning more about you and appreciate you taking the time to apply online.

**Schedule:** 8 hour shift, Monday to Friday, no weekends

**Salary range:** \$24.00 - \$26.00 per/hour, per hour, depending on experience, skill set, and education.

**Work location:** In person. After an initial period of training, there may be options for flexible work from home hours.

**To Apply:** please send cover letter and resume to: [CardioManager@wwmedgroup.com](mailto:CardioManager@wwmedgroup.com).

*Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.*