



Western Washington
Medical Group

Certified Medical Assistant

Join our top-performing team at Western Washington Medical Group Arthritis Clinic. Our physicians practice state-of-the art medicine using the latest research and techniques to diagnose and treat chronic disorders such as autoimmune disorders, arthritis, lupus, gout, fibromyalgia, and osteoporosis.

We are located in the WWMG's Bothell location at 1909 214th St SE, Bothell WA 98021. Conveniently off I-405 in Canyon Park.

Job Summary:

Ideal candidate works reception in a fast-paced medical clinic, helping patients with telehealth scheduling, medication management programs and customer service in person and on phones. May also assist with referrals and authorization processing for insurances.

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. Hours are M-F with no weekends and no on-call.

Essential Functions:

Medical Assistance to provider and patients:

- Greeting patients and visitors with kindness and respect.
- Vitals and rooming for each visit.
- Answering phone calls and taking messages as needed, providing feedback as directed by the provider.
- Keeping all rooms cleaned and stocked with any needed supplies.
- Data entry and routing of all messages.
- Calling in or printing prescriptions as required.
- Assisting with pre-authorization process when needed.

Required Qualifications/Special Training:

- Current WA State Medical Assistant license with no restrictions
- Healthcare worker BLS
- Experience with EHR.
- Excellent customer service and phone skills.
- Ability to administer injections, immunizations, EKG, etc.
- Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

Education Background

- High school diploma or GED equivalent.
- Completion of accredited Medical Assistant Program

Work Experience

- Recent healthcare experience as a medical assistant or equivalent preferred.
- New graduates will be considered

Physical Abilities: Ability to sit for up to four hours at a time. Able to operate a computer.

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.

Typical Working Conditions: Typically works indoors, in clinic setting.

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.*

If you are interested in applying for this position please send your resume to Nancy Spencer at nspencer@wwmedgroup.com