



**Western Washington**  
Medical Group

**Job Title: Certified Medical Assistant**

**Department: Endocrinology**

**Location: Silver Lake (Everett)**

Endocrinology department is hiring for a full time medical assistant. Applicant must be dedicated to providing quality and friendly care to patients and visitors. Compensation depends on experience, Medical and Dental benefits are offered.

Some of the duties in this position include greeting and rooming patients for the provider, as well as taking vitals and documenting in the electronic medical record. Obtaining prior authorizations as needed. Cleaning and organizing patient exam rooms and triaging patient phone calls.

Applicant must have minimum of 2 years of experience and must have experience with electronic medical records, be detail oriented, have excellent customer service skills and be able to manage your time in order to complete tasks that go with this position.

We need an organized individual who will work well with other staff members and independently.

**Please email your resume to [Melissa.danielson@wwmedgroup.com](mailto:Melissa.danielson@wwmedgroup.com) or fax to 425-248-2608.**