



Position: Certified Medical Assistant

Care Center: Podiatry

Location: Everett

WWMG-Podiatry is seeking a ¾-full time (30+ hours a week typically) Medical Assistant to join our Podiatry clinic. This position will perform front and back office duties. Which will include rooming patients, obtaining an accurate history, medications/allergy list, assisting in minor office surgery, performing nail care, x-rays, surgery scheduling, authorizations, cleaning and stocking rooms. Front desk duties include scheduling appointments, verifying/collecting co-pays, requesting referrals and cleaning. This position will assist with overall delivery of patient care in the department.

Requirements:

- At least one-year experience as a medical assistant is preferred
- Current CPR certification within 60 days of employment
- WA State medical assisting certification required (or ability to acquire within first 3 months)
- Limited x-ray preferred (negotiable)
- Prior EMR experience strongly preferred
- Ability to work independently and as a team
- Strong commitment to patient care, privacy guidelines and employment

Successful candidate will be personable, dependable, organized, detailed oriented, strong at multi-tasking and dedicated to high quality patient care. Must be able to anticipate patient and provider needs as well as work efficiently and effectively in a FAST paced environment while maintaining WWMG-Po

We're interested in learning more about you and appreciate your taking the time to apply. 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. Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

Starting salary range: \$21.00 - \$25.00 an hour

If you are interested in applying for this position please send your resume to Nicole at nicole.weinberger@wwmedgroup.com.