



Western Washington  
Medical Group

## CMA – Full Time

WWMG / Snohomish Family Medicine

Seeking an experienced CMA for a full-time position in our Family Medicine Clinic. The CMA's communication, conduct and performance should support WWMG's efforts in becoming a high performance organization. Candidate must have a professional attitude, be a team player, have excellent computer skills, and have the ability to multi-task.

Current position: CMA working 4 day a week (generally 32-36 hours) plus rotating Saturday Clinic

Duties include but not limited to:

- Room patients and obtain vital signs
- Take health history and enter medications into the electronic medical record.
- Set up and assist in minor office procedures
- Clean, sterilize, and maintain instruments and laundry
- Perform spirometry and EKG's
- Refill prescriptions, obtain medication prior authorizations
- Give injections
- Order tests
- Handle patient referrals
- Triage calls, process EMR phone notes and flags
- Prior OB experience a bonus
- Other duties as assigned

Requirements:

- High school diploma or equivalent
- Completion of a Medical Assistant Program
- Current WA State CMA license
- Ability to communicate clearly both orally and in writing
- Candidate must be highly organized with a high level of attention to detail
- Experience with EMR/Centricity preferred
- Prior assisting an OB doctor, a plus
- Recent Family Medicine clinic experience required

Physical Abilities:

- Must be able to sit and/or stand for extended periods of time
- Must be able to move freely throughout the clinic and hospital

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 patients, patient advocates, and staff.

Please forward a cover letter and resume to: [pallen@wwmedgroup.com](mailto:pallen@wwmedgroup.com)