



## Western Washington Medical Group

### **Certified Medical Assistant – Full Time**

**Reports to:** Clinical Supervisor

**Date:** 2/21/24

**Location:** 4225 Hoyt Ave, Everett

### **Overview:**

The Certified Medical Assistant (CMA) works under the Clinical Supervisor to assist with maintaining efficient patient flow and quality care during clinic hours. This position will demonstrate strong clinical skills and expertise of all relevant systems and processes. The MA works as part of the health care team including physicians, NP/PA's, patient services representatives, medical records, CMA's to provide comprehensive care in a non-judgmental manner.

### **Responsibilities:**

- Place patients in exam rooms, obtain history and vital signs, and document in the medical records.
- Assist in the examination and procedures for patients with provider.
- Maintains confidentiality when interacting with patients, families, personnel and public.
- Provide treatments as ordered such as aerosol treatments, immunizations, and injections.
- Assess medical and medical education needs of the patient and provide education as directed by provider.
- Discharge patients giving all patient documents and provider instructions.
- Perform laboratory and diagnostic procedures such as but not limited to INR, urinalysis, glucose, hemoglobin, and electrocardiogram.
- Answer telephone calls and messages within the same day.
- Provide education and instructions on lab and diagnostic results, medication refills by telephone and in person for patients.
- Refilling prescriptions per the Rx refill protocol.
- Review charts, lab test results, and encounter forms for completeness and to assess follow-up as needed.
- Place recalls when appropriate.
- Keep patient exam rooms and MA station stocked with supplies and organized.
- Review the providers schedule throughout the day and prior to the start of shift to ensure patient flow. Including chart prepping the day before.
- Follow-up on no show appointments as directed by providers.
- Report adverse events or incidents and patient feedback/comments to supervisor.
- Report errors or issues promptly to supervisor.
- Maintain security of medical records and patients health information according to HIPAA standards.

- Ensure that our patients get the best possible care.
- Perform other duties as assigned to support Snohomish Family Medicine.

### **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)
- Prior EMR experience strongly preferred
- Ability to work independently and as a team
- Strong commitment to patient care, privacy guidelines and employment
- You must be able to provide proof of legal authorization to work in the United States

### **Why Work Here?**

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

- Competitive Pay
- Unsurpassed growth opportunities
- Medical, Dental, Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- Flexible schedules
- Lots of cross training
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

**Schedule:** Full time, Monday – Friday. No evenings or weekends.

**Salary:** Hourly wage \$21 - \$26 per hour depending on experience, skill set and education.

**To Apply:** Please send resume to [denise.leavitt@wwmedgroup.com](mailto:denise.leavitt@wwmedgroup.com).

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