



Western Washington Medical Group

Certified Medical Assistant – Full or Part Time

Date: 5/3/23

Location: Everett

When you join the WWMG team, you will become part of the most professional, caring, and respected medical community in Washington. This isn't big business. We don't answer to Wall Street. We answer to our patients, and we provide them with the highest quality care – care that you can be proud of!

WWMG ENT, Allergy, & Audiology is looking for a Certified Medical Assistant who can demonstrate positive interpersonal relations in dealing with all physicians, staff, patients, and vendors. We are open to all experience levels and happy to contribute to an individual's growth in skills and knowledge.

The selected candidate will be responsible for both front and back office functions including patient preparation, support of health care providers, assisting in office procedures, administrative tasks, and clinic operations in a manner that promotes efficient and quality patient care.

Duties include but not limited to:

- Room patients; obtain vital signs, take complete health history and perform medication reconciliation.
- Perform a variety of in office testing including allergy testing, spirometry, exhaled nitric oxide.
- Set up and assist in minor office procedures, and pre and post procedure patient care.
- EMR documentation.
- Clean, sterilize, and maintain instruments.
- Give intradermal, subcutaneous, intramuscular injections.
- Refill prescriptions, obtain insurance prior authorizations, and complete paperwork as needed.
- As needed medical receptionist duties: Scheduling appointments, answering multi-line phones and collecting registration documents.
- Triage patient calls.
- Ensuring timely and orderly patient flow.
- Other duties as assigned by department manager.

Requirements:

- High school diploma or equivalent
- Completion of a Medical Assistant Program OR completion of a Military Medical Corpsman Program
- Current WA State CMA license
- Current CPR/BLS Certification
- Reliable, punctual, and committed to quality care
- Demonstrated ability to manage multiple tasks simultaneously.
- Highly organized with a high level of attention to detail
- Ability to communicate clearly both orally and in writing
- Experience with EMR/Centricity/EPIC preferred
- You must be able to provide proof of legal authorization to work in the United States

Why Work at WWMG?

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

- 401(k) plan with a generous employer match
- Vacation and sick time
- Paid Holidays
- Medical, Dental, Vision and Disability Insurance (available for full-time employees)
- Flexible schedules
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Hours: Full-time 32-40hrs per week, Part-time 20-28hrs per week. Schedules are flexible Monday – Friday and are subject to change depending on provider schedules.

Salary Range: \$23 - \$28 per hour, depending on experience, skill set or education.

To Apply: Please email a cover letter and resume to: jsetzer@wwmedgroup.com.

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

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.