



## Western Washington Medical Group

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

**Date:** 4/9/24

**Location:** WWMG Endocrinology - 8423 Mukilteo Speedway, Mukilteo

#### **Overview:**

The Certified Medical Assistant (CMA) works to maintain 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 CMA works as part of the Endocrinology health care team 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.
- Maintains confidentiality when interacting with patients, families, personnel and public.
- Provide treatments as ordered such as injections and continuous glucose monitors.
- 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.
- 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.
- 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.
- Maintain security of medical records and patients health information according to HIPAA compliance.
- Obtaining prior authorizations as needed for medications.
- Perform other duties as assigned to support WWMG Endocrinology.

#### **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

**Benefits:**

We offer a family friendly and people-focused workplace, plus the opportunity to work for the best healthcare company in Washington.

Full Time employee benefits:

- 9 paid holidays
- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Sick time accrued per WA State law
- Paid training
- Retirement plan
- Vision insurance

Part Time employee benefits (< 30 hours/week):

- 9 paid holidays
- Paid time off
- Sick time accrued per WA State law

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 are interested in learning more about you and appreciate you taking the time to apply online.

**Schedule:** Full time, Monday to Friday – or - Part time to be determined. No evenings or weekends.

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

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

*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.*