



FT Medical Receptionists

Position: FT Medical Receptionist needed for busy Everett Family Medicine practice.

Days: Monday – Friday.

Experience: Minimum one year of medical reception experience preferred.

We are looking for someone who has excellent communication skills, understands how to provide a high standard of patient customer service. Must be able to multi task and are driven and passionate about their work.

Duties to include:

- Scheduling patient appointments
- Check in and check out patients
- Scan insurance cards and patient ID's
- Update patient information as needed in the computer system
- Verifying insurance coverage
- Collecting co-pays/ balancing at the end of the day.
- Chart prep for the following day
- Do referrals
- Work in high-pressure situations while maintaining a caring and understanding attitude with patients and other staff members.

Benefits: This is a fully benefited position.

Salary: Salary depends on experience.

Interested applicants please send your resume to Carla_d@wwmedgroup.com