



Position: Full Time Patient Care Coordinator

Care Center: Everett Family Medicine

Busy Everett Family Medicine Clinic has immediate opening for a Patient Care Coordinator including medical, dental, vision and 401K benefits.

We're interested in learning more about you and appreciate your taking the time to apply. We are committed to employing a diverse workforce. We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply. Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

Duties include but not limited to:

- Checking all the MA's VM'S multiple times during the day. Converting the messages into phone notes and routing them to the appropriate MA if the PCC cannot take care of.
- PCC to check the fax to file folder and print out all the RX request that have come through the fax and enter them in the EMR and route.
- PCC to do all medication prior authorization with the insurance companies. Call; the individual insurance companies and complete the forms. Once the insurance responds, PCC can contact the patient and also the provider with the outcomes.
- PCC also acts as an office float for MA's if they are busy and need help.
- PCC can also schedule patient appointments and help with FD phone overflow if needed.

Job Requirements:

- Must have a CMA license
- Must have excellent customer service skills
- Must be organized
- Reliable and punctual
- Must be a team player

Salary – Depends on Experience

If you are interested in applying for this position, please send a cover letter and your resume to Carla at Carla_d@wwmedgroup.com