



**Position:** Front Desk Receptionist- Endoscopy

**Care Center:** Endoscopy

Description: Western Washington Medical Group Outpatient Endoscopy Center in South Everett is seeking a front desk receptionist for a full time (five 8-hr days) position.

Duties include but not limited to:

- Check in patients throughout the day for their endoscopic procedures.
- Prepare patient charts daily.
- Check patient's insurance eligibility.
- Enter patient information and make necessary changes in patient account as needed.
- Order all office supplies.
- Maintain printed material including all The Endoscopy Center forms, patient brochures and handouts.
- Answer telephone and transfer calls appropriately.
- Assist scheduler with appointments, pre-calls, post-calls and any other necessary areas.

Job Requirements:

- Basic working knowledge of computer programs.
- Ability to establish and maintain effective working relationships with staff, patients and physicians.
- Ability to meet the physical demands of the required duties.
- CPR certified or eligible.

Preferred:

- Minimum of one year of medical office experience
- MA-C/MA-R

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.

**If you are interested in applying for this position, please email your resume to Jensen Dockendorf at [jdockendorf@wwmedgroup.com](mailto:jdockendorf@wwmedgroup.com).**