



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

Please email your resume to Jensen Evans at jevans@wwmedgroup.com