



Western Washington Medical Group

Scheduler – Medical Imaging – Full Time

Date: 3/10/2023

Location: WWMG Imaging Center, Everett

Overview:

When you join the WWMG team, you will become part of the most professional, caring, and respected medical community in Washington. This isn't big business. We don't answer to Wall Street. We answer to our patients, and we provide them with the highest quality care – care that you can be proud of!

At our Imaging Center, we are a friendly group of 10 amazing professionals working closely together to learn from and support each other. We are a very organized yet fun workplace - we find every reason we can to celebrate each other, from birthday cake to frequent potluck lunches.

Responsibilities:

- Provide compassionate care while making outgoing scheduling calls for imaging exams
- Screen patients for scanner safety, provide accurate preparation instructions and check-in times
- Answer phones with exceptional customer service; route calls and messages appropriately
- Communicate respectfully with referring offices to request lab orders if needed
- May be asked to assist front desk with patient check-in
- Input patient registration, insurance, and referring providers for external orders
- Take appropriate and timely action in responding to questions from patients

Requirements:

- Minimum of one year of medical office experience with previous EMR experience preferred
- Familiarity with human anatomy
- Medical Terminology
- EMR Documentation
- Excellent time management skills
- Ability to work independently
- Attention to detail
- Exceptional customer service skills
- Must be able to communicate clearly on the phone and in-person
- Must be able to sit at a desk and computer for extended periods
- Must be able to work well within a team, collaborate with co-workers, radiologists, patients, and referring physicians while maintaining a caring and positive attitude
- You must be able to provide proof of legal authorization to work in the United States

Why Work Here?

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

- Competitive Pay
- Unsurpassed growth opportunities
- Medical, Dental, Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- Flexible schedules
- Lots of cross training
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Schedule: Full time Mon – Fri, no evenings, no weekends, no on call

Salary: Hourly wage \$18 - \$22 per hour depending on experience, skill set and education.

To Apply: Please send resume to csimpson@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.