



Western Washington
Medical Group

Patient Service Representative – Full Time

Date: 1/22/24

Location: Lake Serene (Lynnwood)

Lake Serene Clinic is seeking an organized individual who can work well in a team environment as well as independently.

Duties include but are not limited to:

- Answering multi-line phone system
- Checking patients in/out
- Collecting money
- Verifying/updating demographic and insurance information
- Scheduling appointments
- Other administrative tasks as needed

Job Requirements:

- Reliable, punctual and committed to providing quality care
- Ability to multi-task with flexible changing job duties throughout shift
- Must be team-minded, friendly, self-driven, and professional
- Good communication skills as well as time management and organizational abilities
- At least one year experience in a medical office
- Must be familiar with HIPAA practices
- Athena or other EMR experience preferred
- You must be able to provide proof of legal authorization to work in the United States

Benefits include:

- Medical, Dental, and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- 3.5 weeks of paid time off per year
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We're interested in learning more about you and appreciate you taking the time to apply online.

Schedule: Three 12-hour days per week, 8am – 8pm. (36-40 hours/week).

Salary: Hourly wage, \$24.50 per hour.

To Apply, please send cover letter and resume to: cfriesen@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.