

Position: Medical Assistant – MA-C

Care Center: Pulmonary & Sleep Medicine in Silver Lake & Edmonds

Job Summary

We currently have an opportunity for a Certified MA to work 40 hours rotating between our Silver Lake (Everett) and Edmonds Pulmonary practices Monday-Friday 8:30am-5:00pm.

General Duties

- Greet patients
- Prep charts
- Room patients
- Take vitals
- Document in electronic medical records
- Process referrals
- Acquire prior authorizations
- Restock rooms
- Some light front office duties such as schedule appointments and answer low volume of phone calls
- Other duties as assigned

Additional Duties

WWMG is looking for a CMA who wants to learn additional duties such as:

- Administering Pulmonary Function Testing (PFT)
- Assisting in Home Sleep Testing (HST) setup
- Have patients perform 6 minute walk tests
- Provide additional patient education related to Pulmonary, Sleep, and Asthma
- WWMG will provide the training

Qualifications

Education Background

- Medical Assistant-Certified (MA-C) credential from the Washington State Department of Health.
- Graduate from an accrediting MA school
- Must be a highly motivated CMA with a willingness to learn the roles of Pulmonary Function Testing and Home Sleep Tests.

Work Experience

Previous medical clinic office experience preferred

- At least 1-year experience as a Certified Medical Assistant-Certified or at least completed externship and graduated from an accrediting MA school.
- 1-year experience in a Pulmonary Care Center preferred, not required
- Experience with pulmonary function testing preferred, not required

Licensure, Registration, Certification

- Medical Assistant-Certified (MA-C) credential from the Washington State Department of Health.
- Will accept Washington State Department of Health **interim** licenses with plan to become certified.
- Current BLS & CPR

Special Training/ Skills

- The experienced CMA must have the ability to provide clear direction and education to patients and the ability to appreciate and understand all current issues regarding confidentiality and sharing information
- Ability to provide treatment and patient education in Pulmonary Clinic
- Willingness to learn and perform home sleep study set ups
- Must be medical device and technologically proficient.

Physical Abilities

Position requires significant computer usage – must be able to sit for extended periods of time, use keyboard and monitor.

Physical demand level: Light

In an 8-hour workday, must be able to:

- Lift/ Carry 20 pounds occasionally and 10 pounds frequently
- As required, must be able to: Sit, stand, walk, bend, squat, kneel, crawl, climb, and reach above shoulder, push and Pull. Perform fine motor functions
- Must possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff.

Job Type: Full-time