



Western Washington
Medical Group

Patient Service Representative – Full Time Position

Date: 12/1/2022

Location: Marysville

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

We need an organized individual who can work well in a team environment as well as independently. Candidate must also be willing to work a flexible schedule, with hours that may vary from day to day.

Schedule: Approximately 40 hours per week

Salary: DOE

Please send cover letter and resume to: rtaylor@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.

Because we value the health and safety of our patients and our staff, we only hire candidates who can prove that they are fully vaccinated against COVID-19.