



Western Washington  
Medical Group

## **Position: Medical Assistant**

### **Care Center: Orthopedics, Sport, Spine & Hand**

Seeking Full-Time Medical Assistant, preferably with Orthopedic experience. Medical Assistant will be under the direction of a physician or licensed health care provider. This job requires a variety of tasks related to patient care, organization and communication. The target is to complete all activities accurately, with high quality and in a timely manner.

### **Responsibilities**

- Chart preparation
- Rooming patients, obtain vitals, medication documentation
- Interview patients and document basic medical history
- Organize and schedule appointments
- Assist providers with orthopedic related duties including but not limited to: applying and removing casts, splinting, wound dressing, bandages and suture/staple removal.
- Recognize and respond to urgent/emergent situations
- Familiar with prescription refills
- Familiar with DME
- Produce and distribute correspondence memos, letters, faxes and forms
- Prepare and clean treatment rooms and medical instruments

### **Skills**

- Proven working experience as a medical assistant
- Knowledge of medical office systems and procedures
- Excellent time management skills and ability to prioritize and multi-task
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office and EMR

**Job Type:** Full-time

**Pay:** \$20.00 - \$22.00 per hour

We're interested in learning more about you and appreciate your taking the time to apply online. We are committed to employing a diverse workforce. *We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply.*

Please send resume to [lrussell@wwmedgroup.com](mailto:lrussell@wwmedgroup.com)