



Western Washington  
Medical Group

**Medical Receptionist**

**Department: Endocrinology**

**Location: Bothell**

WWMG Endocrinology is looking for a fulltime employee who must be dedicated to providing quality and efficient customer service while maintaining a caring and understanding attitude with patients and other staff members. Must have excellent communication skills.

Duties to include but not limited to answering multi system phone line, checking in and check out patients, schedule new patients and return patient appointments, update patient information as needed in the computer system, verifying medical insurance coverage, collecting co-pays and balancing at the end of the day and chart prep for upcoming appointments.

We need an organized individual who can work well in a team environment as well as independently. Medical experience preferred.

**Please email your resume to [melissa.danielson@wwmedgroup.com](mailto:melissa.danielson@wwmedgroup.com) or fax to 425-420-1651.**