



**Western Washington
Medical Group**

Position: Medical Receptionist – Full-time

Specialty: Endocrinology

Western Washington Medical Group Endocrinology department is looking for a full time medical receptionist. Applicant must be dedicated to providing quality, efficient and friendly service to patients and visitors.

Duties would include answering multi-line phone system, checking in and out patients, collecting money and making sure the money is balanced at the end of the day. Scheduling and rescheduling patients, obtaining referral authorizations from insurance companies when needed among other duties.

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