



## Medical Receptionist

**Location:** Bothell/Everett

WWMG 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](mailto:melissa.danielson@wwmedgroup.com) or fax to 425-420-1651.