



**Western Washington**  
Medical Group

**Medical Records and Front Desk Receptionist (Part-time)**

PT Medical records and front desk receptionist needed for busy Everett Family Medicine. 24-26 hrs.  
This position will be at our 4225 Hoyt Ste. D, Everett WA location.

Must have excellent customer service skills

Previous medical front desk experience preferred

Needs to have basic knowledge of confidentiality/HIPAA

Attention to detail when reading through medical releases and preparing outgoing records.

Manage incoming records.

Process Heidis/Insurance requests.

Work CBO collection list and send out patient letters.

Please send your resume to: [Carla\\_d@wwmedgroup.com](mailto:Carla_d@wwmedgroup.com)