



*Western Washington Medical Group (WWMG) is looking for health care innovators who want to make a difference! Medical Assistants provide direct support to patients to improve the quality and experience of care.*

## **Certified Medical Assistant - Neurology**

Join our top-performing team at Western Washington Medical Group Neurology. Our physicians practice state-of-the-art medicine using the latest research and techniques to diagnose and treat patient's cardiovascular needs.

### **Job Summary:**

This position is a full-time position.

Medical Assistant works as a team in our Neurology site in Everett, Silver Lake, helping patients pre-and-post visit with the MD. This role works as a team to make sure all items are addressed in a timely manner, including: rooming patients, procedure coordinating, medication management, and customer service in-person and on phones.

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. Hours are M-F with no weekends and no on-call.

### **Essential Functions:**

Medical Assistance to provider and patients:

- Greeting patients and visitors with kindness and respect.
- Vitals and rooming for each visit.
- Keeping all rooms cleaned and stocked with any needed supplies.
- Data entry and routing of all messages.
- Calling in or printing prescriptions as required.
- Assisting with pre-authorization process when needed.
- Answering phone calls and taking messages as needed, providing feedback as directed by the provider.

### **Required Qualifications/Special Training:**

- Current WA State Medical Assistant license with no restrictions
- Experience with EHR.
- Excellent customer service and phone skills.
- Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

## Education Background

- High school diploma or GED equivalent.
- Completion of accredited Medical Assistant Program

## Work Experience

- Recent healthcare experience as a medical assistant or equivalent preferred.
- New graduates will be considered

We look forward to hearing from you! Please forward your resume to Joe Smecker, Director of Operations – [jsmecker@wwmedgroup.com](mailto:jsmecker@wwmedgroup.com)

Western Washington Medical Group is 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.*