



### **Patient Service Rep/Medical Office Receptionist– Full-time**

**Position:** Full-time Medical Receptionist for Western WA Medical Group-Podiatry.

**Days:** Monday – Friday (days & hours will vary) Approx. 32-40 hours a week.

**Experience:** Minimum one year of medical reception experience preferred.

- We are looking for someone who has excellent communication skills, understands how to provide a high standard of patient customer service in a very fast paced environment. Must be able **to multi task**. Must be self-driven & passionate about their work. Flexible & willing to step in/step up when needed/requested. Must have reliable transportation & be on time.

#### **Duties to include:**

- Scheduling patient appointments (Check in & check out patients, Collecting payments for supply purchases)
- Scan insurance cards & patient ID's (Update patient information as needed in the computer system, verifying medical insurance coverage, request referrals as needed)
- Collecting co-pays/ balancing at the end of the day (Chart prep for the following day)
- Process incoming referrals & scheduling new patient appointments
- Work in high-pressure situations while maintaining a caring & understanding attitude with patients & other staff members.
- Other duties included in the position: supply ordering, processing medical record requests, scanning of documents into the computer system.

#### **Education Background:**

- High school diploma or GED equivalent, some college coursework preferred

#### **Special Training/Skills:**

- Microsoft application skills: Word, Excel and Outlook
- Data entry skills required
- Familiar w/ electronic medical records
- Demonstrates customer service skills
- Knowledge of medical terminology
- Excellent organizational skills, high attention to detail and accuracy
- Ability to demonstrate the knowledge & skills necessary to provide care appropriate to the age of the patients served

#### **Physical Ability:**

- Must be able to sit for long periods of time and operate a computer, fax and copier
- Must be able to sit, stand, walk, bend, squat, & reach above shoulders
- Must possess functional vision, hearing and speech in order to communicate efficiently/effectively with patients, coworkers and patient advocates.
- Must be able to lift carry 10-25 pounds occasionally
- Must wear a mask

- Must be Covid-19 vaccinated

**Salary:** Salary depends on experience.

**Benefits:** This is a fully benefited position

We're interested in learning more about you and appreciate your taking the time to apply. We are 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. Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

**If you are interested in applying for this position-please send your cover letter & resume to Nyckki at [nicole.weinberger@wwmedgroup.com](mailto:nicole.weinberger@wwmedgroup.com).**