



**PART TIME CERTIFIED MEDICAL ASSISTANT
AND
FRONT DESK RECEPTIONIST**

Western Washington Medical Group Department of Nephrology is seeking a part-time Front Desk Receptionist who is also a Certified Medical Assistant and can provide occasional coverage for our other Medical Assistants.

Basic hours are 9am – 3pm, Monday – Friday with some flexibility.

Front Desk Receptionist duties include but not limited to:

- Check in patients throughout the day.
- Make appointments and reminder calls.
- Verify patient insurance eligibility.
- Enter patient information and make necessary changes in patient account as needed.
- Answer telephone and transfer calls appropriately.
- Work recall report and send letters or make calls.
- Send chart notes electronically to referring physicians.
- Ordering medical supplies and maintain sample supplies.
- Obtain authorizations when needed.
- Screen new referred patients to verify need for an appointment, and make consult appointments.
- Print records from EPIC. Job Requirements:
- Basic working knowledge of computer programs. Knowledge of Centricity and EPIC EMRs are a plus.
- Ability to establish and maintain effective working relationships with staff, patients and providers.
- Ability to meet the physical demands of the required duties.
- Ability to cover for other receptionist on occasion.

Certified Medical Assistant duties include but not limited to:

- Room patients and take vitals, use pulse oximeter
- Enter lab and test orders and referrals into the EMR
- Enter labs into our flowsheet
- Process urine results via automated analyzer, spin urine and prepare slide for physician
- Relay messages to and from physician to patient
- Administer Flu and epogen injections
- Triage patient questions and concerns via phone, in person and record in EMR
- Retrieve and respond to voicemails
- Complete medication refills per provider guidelines by phone or electronic request

Minimum of 2 years of medical office experience. Pay: Depends on experience.

If you are interested in applying for this position, please send your resume to **Kirsten at kdolsen@wwmedgroup.com**