



Western Washington  
Medical Group

### **PT Patient Service Representative**

Our Everett Family Medicine Clinic would like to hire a 24 hr. per week front office person to help with phone volumes, and scheduling patients. This person would also need to be able to provide coverage for other PSR's who may be out on vacation or ill.

We are located at 4225 Hoyt Ave Ste D in Everett.

We have a great team environment and would like to find the person who would enjoy that type of work atmosphere. The PSR is a critical position and this person must have a very welcoming and outgoing personality. They are our first contact to the office.

### **Job Summary**

Answering phones, scheduling patients, covering lunch breaks, and assisting in making Quality calls to our Med Advantage patients who need to come in to be seen for their Annual Wellness Visits or to close care gaps.

### **Essential Functions:**

- Must have a great personality and provide excellent customer service to our patients.
- Be able to answer and schedule patients for appointments.
- Register and schedule new patients coming into our clinic
- Input patient registrations information into the computer system

Prefer at least one year of medical office experience.

**Physical Demands:** Must be able to lift up to 10 lbs. Must be able to sit for long periods of time. Must be able to operate a computer and also a copy/fax machine. Must have good communication skills.

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 characteristics. Minorities, women, disabled persons and veterans encouraged to apply.

**If you are interested in applying for this position, please send your resume to Carla DeWolf  
At [Carla\\_d@wwmedgroup.com](mailto:Carla_d@wwmedgroup.com)**