



**Western Washington
Medical Group**

Receptionist – Part Time Nephrology

Location: Everett, WA Monday through Friday from 9:00 a.m. to 3:00 p.m.

Reports to: Practice Administrator

Job Summary:

Main duties include answering the phone, checking patients in and out, scheduling appointments, reminder calls and updating registration. Other duties include, but are not limited to, sending, sorting and distributing faxes and mail and printing labs and lab orders from the EMR.

Qualifications:

High School Diploma or GED Equivalent
Some college coursework preferred

Work Experience:

Minimum of two years experience in administrative or clerical support preferred
Experience in a medical office setting

Special Training/Skills:

Demonstrates excellent customer service skills
Microsoft application skills: Word and Outlook
Able to operate multiline phones, scanner, fax machine
Experience with Physician Practice Management systems – Centricity preferred
Familiar with electronic medical records
Data entry skills

Interested candidates should email resume and cover letter to Kirsten Olsen at Kdolsen@wwmedgroup.com or mail to Western Washington Medical Group, Dept. of Nephrology, 1330 Rockefeller Ave, Suite 450, Everett, WA 98201.