



## **Patient Service Representative**

Western Washington Everett Family Medicine is looking for a full-time PSR Mon – Friday. Applicant must have excellent customer service skills, be able to multitask and work well in a team environment.

### **Responsibilities include:**

- Answering multi line phone system, scheduling patients
- Checking patients in and out
- Verifying insurance and patient demographic information
- Patient registration and EMR experience
- Referrals
- Prepping charts for following day
- Posting and collecting co-pays

### **Requirements:**

Must have at least one year of medical reception experience.

Friendly personality, being able to provide amazing customer service that welcomes each of our patients as if they were family.

Be able to work under pressure

Western Washington Medical Group offers vacation time, sick time, medical, dental and vision benefits, 401 K and profit sharing.

Please send your resume to Carla DeWolf, at [Carla\\_d@wwmedgroup.com](mailto:Carla_d@wwmedgroup.com)