



Western Washington
Medical Group

Position: Patient Services Coordinator

Location: Bothell, WA

Schedule: 32-40 hours per week; however will consider hiring 2 part-time candidates

Job Summary:

Join the Western Washington Diabetes & Nutrition Education Center Team of Registered Dietitian Nutritionists. The ideal candidate has excellent customer service; works well in a team as well as independently; is reliable, punctual, and committed to providing excellent quality of care; and is able to multi-task and be flexible.

Essential Functions: Reception and Customer Service, includes but is not limited to:

- Answers telephone using defined etiquette standards; route calls and messages.
- Greets and directs visitors/patients and offers assistance.
- Registers new patients, processes referrals, and obtains authorization when necessary.
- Schedules office appointments.
- Inputs patient registration.
- Verifies & updates demographic and insurance information.
- Answers questions and follows through on inquiries.
- Other administrative tasks as requested.

Qualifications/Requirements:

- High school diploma or GED equivalent.
- Some college coursework preferred.
- Two years administrative or clerical support preferred.
- Experience in a health care setting preferred.
- Centricity or other electronic medical record experience preferred.

Special Training/Skills:

- Demonstrates customer service skills.
- Microsoft application skills: Word, Excel and Outlook.
- Excellent organizational skills, high attention to detail and accuracy.
- Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

If you are interested in applying for this position, please send your resume to Alex Sokolov asokolov@wwmedgroup.com.