



**Western Washington**  
Medical Group

**Patient Service Representative - Full Time**

**Date: 02/2/2020**

**Location: Everett Family Medicine**

**Duties include but are not limited to:**

- We are looking for a person who has great customer service skills
- Able to answer a multiline phone system
- Chart Prep, verifying insurance
- Scheduling appointment and collecting co-pays
- Learn to process referrals
- Other administrative tasks as needed

**Job Requirements:**

- Reliable, punctual and committed to providing excellent quality care
- Must be able to multi-task and be flexible
- Must be able to work in a team environment, provide excellent customer service to our patients
- At least one year experience in the medical field and also on an EHR system
- Be willing to work at our Hoyt location and Silver Lake office

Schedule is 38-40 hrs. a week, no evenings or weekends

Salary: DOE

Please send a cover letter and resume to [Carla\\_d@wwmedgroup.com](mailto:Carla_d@wwmedgroup.com)