



**Western Washington**  
Medical Group

## **Patient Service Representative – Full Time**

**Date:** 09/30/2021

**Location:** Marysville

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

- Answering multi-line phone system
- Checking patients in/out
- Collecting money
- Verifying/updating demographic and insurance information
- Scheduling appointments
- Other administrative tasks as needed

### **Job Requirements:**

- Reliable, punctual and committed to providing quality care
- Ability to multi-task and flexible changing job duties throughout shift
- Must be team-minded, friendly, self-driven, and professional
- Good communication skills as well as time management and organizational abilities
- At least one-year experience in a medical office
- Must be familiar with HIPAA practices
- Centricity or other EMR experience preferred

We need an organized individual who can work well in a team environment as well as independently. Candidate must also be willing to work a flexible schedule that may include evenings and Saturday mornings.

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

We're interested in learning more about you and appreciate your taking the time to apply online. 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 characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply.

**Schedule:** Approximately 40 per week – To include evening and Saturday hours as needed. (Additional hours as needed to provide department coverage)

**Salary:** DOE

Please send cover letter and resume to: [rtaylor@wwmedgroup.com](mailto:rtaylor@wwmedgroup.com)