



Western Washington
Medical Group

Position: Patient Services Representative

Western Washington Medical Group - Primary Care Department is looking for a full-time PSR. Applicant must be dedicated to providing quality, efficient and friendly service to patients.

Responsibilities include:

- answering multi-line phone system
- checking patients in/out
- collecting money
- verifying/updating demographic and insurance information
- scheduling appointments
- other administrative tasks as needed

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 includes evenings and Saturday mornings.

Centricity experience is preferred.

If you are interested in applying for this position, please send your resume to Rona Taylor at rtaylor@wwmedgroup.com