



**Western Washington
Medical Group**

Position: Patient Services Representative – Full-time

Specialty: Endocrinology

Western Washington Medical Group Endocrinology department is looking for a full time medical receptionist. Applicant must be dedicated to providing quality, efficient and friendly service to patients and visitors.

Duties would include answering multi-line phone system, checking in and out patients, collecting money and making sure the money is balanced at the end of the day. Scheduling and rescheduling patients, obtaining referral authorizations from insurance companies when needed among other duties.

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.

We need an organized individual who can work well in a team environment as well as independently. Medical experience preferred.

Please email your resume to melissa.danielson@wwmedgroup.com