



## Western Washington Medical Group

### **Certified Medical Assistant – Full Time**

**Date:** 2/20/24

**Location:** Silver Lake/Everett & Edmonds

Join our top-performing team at Western Washington Medical Group! WWMG has been serving the Pacific Northwest community for three decades.

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.

### **Job Summary:**

We currently have an opportunity for a Certified MA to work 40 hours/ week rotating between our Silver Lake (Everett) and Edmonds practice locations Monday-Friday 8:00am-5:00pm.

### **General Duties:**

- Greet patients
- Prep charts
- Room patients
- Take vitals
- Document in electronic medical records
- Process referrals
- Acquire prior authorizations
- Restock rooms
- Some light front office duties such as schedule appointments and answer low volume of phone calls
- Check voicemail
- Refill Rx
- Calling patients with results
- Other duties as assigned

### **Additional Duties:**

WWMG is looking for a CMA who wants to learn additional duties such as:

- Administering Pulmonary Function Testing (PFT)
- Assisting in Home Sleep Testing (HST) setup
- Have patients perform 6 minute walk tests
- Provide additional education related to Pulmonary, Sleep, and Asthma
- WWMG will provide the training

## **Qualifications:**

### **Education Background**

- Medical Assistant-Certified (MA-C) credential from the Washington State Department of Health
- Graduate from an accrediting MA school
- Must be a highly motivated CMA with a willingness to learn the roles of Pulmonary Function Testing and Home Sleep Tests.

### **Work Experience**

- Previous medical clinic office experience preferred
- At least 1-year experience as a Certified Medical Assistant-Certified or at least completed externship and graduated from an accrediting MA school
- 1-year experience in a Pulmonary Care Center preferred, not required
- Experience with pulmonary function testing preferred, not required
- You must be able to provide proof of legal authorization to work in the United States

### **Licensure, Registration, Certification**

- Medical Assistant-Certified (MA-C) credential from the Washington State Department of Health
- Will accept Washington State Department of Health **interim** licenses with plan to become certified
- Current BLS & CPR

### **Special Training/ Skills**

- The experienced CMA must have the ability to provide clear direction and education to patients and the ability to appreciate and understand all current issues regarding confidentiality and sharing information
- Ability to provide treatment and patient education in Pulmonary Clinic
- Willingness to learn and perform home sleep study set ups
- Must be medical device and technologically proficient.

## **Physical Abilities:**

Position requires significant computer usage – must be able to sit for extended periods of time, use keyboard and monitor.

## **Physical demand level: Light**

### **In an 8-hour workday, must be able to:**

- Lift/ Carry 20 pounds occasionally and 10 pounds frequently
- As required, must be able to: Sit, stand, walk, bend, squat, kneel, crawl, climb, and reach above shoulder, push and Pull. Perform fine motor functions
- Must possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff.

## **Benefits include:**

- Medical, Dental, and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year

- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

**Hours:** Monday – Friday 8:00am - 5:00pm. No evenings or weekends.

**Salary Range:** \$23.00 - \$27.00 per hour, depending on experience, skill set or education.

**To Apply:** Email your resume to [rsundquist@wwmedgroup.com](mailto:rsundquist@wwmedgroup.com).

*Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.*