



Western Washington Medical Group

Certified Medical Assistant – Full Time

Date: 12/12/22

Location: Bothell

When you join the WWMG team, you will become part of the most professional, caring, and respected medical community in Washington. This isn't big business. We don't answer to Wall Street. We answer to our patients, and we provide them with the highest quality care – care that you can be proud of!

At Bothell Rheumatology, our 12 person team is incredibly proud of our workplace. We believe in continuous improvement, and work very hard to be sure that we offer world class care to our patients. We support each other, and always remember to add some fun into our workday. We are a team that is trusted by patients, valued members of the community, and creators of positive change.

Why Work at WWMG?

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

- Competitive Pay
- Unsurpassed growth opportunities
- Medical, Dental, Vision and Disability Insurance
- 401(k) plan with a generous employer match
- Vacation and sick time
- Paid Holidays
- Flexible schedules
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Duties/Responsibilities:

The medical assistant will help the Provider in the assessment, diagnostic testing, examination, education and treatment of patients. Collaborates with other professional disciplines and provides efficient patient care and the achievement of desired patient outcomes.

Summary of essential job functions:

- Perform general patient care by following established standards and procedures
- Greet and prepare patients for the healthcare provider
- Obtain and record vital signs including, but not limited to, blood pressure, temperature, pulse, respiration, height, weight, drug allergies, and current medications
- May be required to draw and collect blood samples from patients and prepare specimens for laboratory analysis
- Administer ordered medications and/or vaccines via oral, injection, topically, ophthalmic, or inhalant administration
- Perform routine tests, including but not limited to, EKGs
- Schedule patients for diagnostic testing and follow up to be certain of completion of testing
- Communicate with patients regarding test results and plan of care by phone or mail as directed by provider

- Prepare, clean and sterilize instruments and maintain equipment; keep patient exam rooms stocked, clean and orderly; dispose of contaminated items according to protocol
- Document patient plans of care, tests and examination results in the medical record as directed by the provider
- Escalate non-routine issues, questions and or concerns to the practice manager or providers
- Make sure that safety checklists/quality controls are completed as required
- Provide for patient safety and protection of patient privacy rights
- Light office work
- Other duties as assigned

Required qualifications:

- High school diploma or GED required; completion of an accredited medical assistance certification program is preferred
- Excellent interpersonal skills
- Ability to communicate clearly with patients and other external and internal parties in a courteous and friendly manner
- Must be detail oriented and highly organized
- Firm grasp on medical practices, administrative processes, and clinic policies
- Knowledge of patient care and examination procedures
- Must be able to maintain confidentiality at all times
- Must be able to provide proof of legal right to work in the United States.

Hours: Monday- Friday from 7:30am-5:00pm

Salary Range: \$19.49 - \$31.75/hour, depending on experience, skill set or education

To Apply: Email your resume to Earmijo@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.