



Scheduler- Gastroenterology

Care Center: Gastroenterology

Location: Everett

Description: Currently seeking a full-time Scheduler for our busy Gastroenterology Clinic.

Duties include but are not limited to:

- Schedule Office visits for multiple locations
- Schedule procedures at various hospitals and The Endoscopy Center
- EMR documentation/orders

Job requirements:

- Minimum of one year medical office experience with previous EMR experience.
- Ability to multi-task and be flexible with good time management skills. Attention to detail a must.
- Knowledge of insurance plans a plus.
- Must be team minded.
- Excellent customer service skills.

Must be able to work in collaboration with other health care professionals; work effectively in fast paced environment while maintaining a caring and understanding attitude with patients and clinic personnel.

Please email resume to: Jona_f@wwmedgroup.com