



## Western Washington Medical Group

### **Patient Service Representative – Full Time**

**Date:** 4/18/22

**Location:** Arlington

Whitehorse Family Medicine is looking for an energetic, and friendly staff member to join our team! We currently have need for a full-time reception position available in our busy Family Medicine (primary care) Clinic. Previous medical clinic experience is appreciated, including knowledge of electronic medical records systems. Must be flexible, a team player, and attentive to details with exceptional customer service skills.

#### **Duties include but are not limited to:**

- Answering multi-line phone system
- Checking patients in/out
- Collecting money
- Verifying/updating demographic and insurance information
- Scheduling appointments
- Other administrative tasks as needed

#### **Job Requirements:**

- Reliable, punctual and committed to providing quality care
- Ability to multi-task and flexible changing job duties throughout shift
- Must be team-minded, friendly, self-driven, and professional
- Good communication skills
- Time management and organizational abilities
- At least one year experience in a medical office
- Must be familiar with HIPAA practices
- EMR experience preferred

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 may include evenings.

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.

**Schedule:** Approximately up to 40/hours per week – to include evening hours as needed. (Additional hours as needed to provide department coverage)

**Salary:** DOE

To apply, please send cover letter and resume to: [cmcbride@wwmedgroup.com](mailto:cmcbride@wwmedgroup.com).