



Certified Medical Assistant (CMA)

Care Center: Podiatry

Location: Everett

Description:

Certified Medical Assistant's role is to provide support to all providers that may require clinical or front office support.

Full time position-Competitive salary and benefits offered.

Requirements:

Minimum of 2 years' Medical Assistant experience, Podiatry and x-ray experience helpful.

Current CPR certification within 60 days of employment required.

Obtain Clinical Podiatric Medical Assistant Certification within first 6 months of employment.

Knowledge, Skills & Abilities:

- Desire to learn and help clinic to grow.
- Strong verbal, written and interpersonal communication skills necessary.
- Works efficiently, independently and with a team in a fast paced, changing environment.
- Anticipate physician/patient needs.
- Strong organizational skills, ability to plan and prioritize work; as well as take initiative, solve problems and make decisions.

Duties include but not limited to:

- Triage patient calls and schedule appointments as needed.
- Refilling prescriptions, obtaining insurance prior authorizations, & complete paperwork as needed.
- Room patients and take histories efficiently.
- Assist provider with minor procedures, DME dispensing, orthotic scanning/fitting and patient care.
- EMR documentation.

All interested applicants, please send your resume to: ahennerberg@wwmedgroup.com