

Position: Full Time Medical Assistant

Specialty: Endocrinology

Currently seeking a full-time medical assistant for a busy Endocrinology Department. Applicant must be dedicated to providing quality, efficient and friendly service to patients and visitors. Ability to multi-task and be flexible with good time management skills and attention to detail a must.

Duties include but not limited to:

- Room patients and take vitals
- Refilling prescriptions, obtaining insurance prior authorizations for medications and completed paperwork as needed
- Notify patients of results
- Triage patient phone calls
- Clean and restock exam rooms
- EMR documentation

We are looking for a reliable, punctual, highly motivated, and team-minded individual with good communication skills. Must have a current Medical Assistant-Certified credential from the Washington State Department of Health. Experience with EMR preferred.

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. Minorities, women, disabled persons, and veterans are encouraged to apply.

If you are interested in applying for this position, please send your resume to Melissa Danielson at melissa.danielson@wwmedgroup.com.