



Western Washington Medical Group

Certified Medical Assistant– Full Time

Date: 4/3/25

Location: WWMG Ear, Nose & Throat, Allergy & Audiology - 3125 Colby Ave, Suite J, Everett, WA 98201

Position Summary:

Western Washington Medical Group (WWMG) ENT is seeking a full-time Medical Assistant to provide both clinical and administrative support in a busy specialty practice. The ideal candidate will primarily focus on back-office medical assisting duties, such as patient intake, vitals, assisting with procedures, and administering injections. Ability to be a team player and assist with front-office administrative responsibilities will also be required, including scheduling, referrals, and insurance verification.

Key Responsibilities:

Clinical Duties (Primary Focus) -

- Room patients, take vitals, and perform medication reconciliation.
- Take complete health histories and enter documentation into EMR (Epic experience recommended!).
- Set up and assist providers with minor office procedures.
- Clean, sterilize, and maintain instruments.
- Willingness to learn and help with perform in-office testing, including allergy testing, spirometry, and exhaled nitric oxide, and administer injections (intra dermal, subcutaneous, intramuscular).
- Complete and follow up on referrals, imaging orders, lab orders, and authorizations.
- Help coordinate prescription medication refills and prior authorizations.

Administrative Duties (as needed) -

- Check patients in and out for appointments.
- Schedule appointments and manage incoming/outgoing audiology orders.
- Verify insurance benefits and obtain prior authorizations.
- Answer patient phone calls, triage messages, and coordinate responses.
- Obtain medical records and clearances for surgical procedures.

Qualifications:

- Active WA State CMA license.
- Minimum two years' experience working in a medical office.
- Proficiency in Epic EMR preferred.
- Must provide proof of legal authorization to work in the United States
- Strong organizational skills with attention to detail and accuracy.
- Excellent communication, customer service, and multitasking skills.
- Knowledge of medical terminology and Washington State insurance payors preferred.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and office equipment (fax, scanner, copier, phone systems).

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Benefits:

We offer a family friendly and people-focused workplace, plus the opportunity to work for the best healthcare company in Washington.

Full Time employee benefits:

- 9 paid holidays
- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Sick time accrued per WA State law
- Paid training
- Retirement plan
- Vision insurance

Our staff not only enjoys benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We are interested in learning more about you and appreciate you taking the time to apply online.

Hours: Full Time, Monday to Friday. No evenings or weekends.

Salary: Hourly wage \$24-\$27 per hour depending on experience, skill set, and education.

To Apply: Please send a cover letter and resume to: jsmecker@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.