



**Certified Medical Assistant – Full Time**

**Date:** 5/21/24

**Location:** Everett

We are seeking a skilled and compassionate Certified Medical Assistant to join our team at WWMG's Gastroenterology clinic. As a Certified Medical Assistant, you will play a crucial role in providing quality patient care and assisting our healthcare professionals in a clinical setting. This is an excellent opportunity to utilize your medical knowledge and skills to make a positive impact on patients' lives.

**MA duties include but are not limited to:**

- Room patients; take vitals, record medical history and update patient information accurately
- Assist healthcare professionals with patient examinations
- Prepare examination rooms and ensure they are clean and stocked with necessary supplies
- Provide patient education on medications, procedures, and general healthcare topics
- Refill prescriptions per protocol
- Answer phone calls and messages within the same day
- Provide results to patients via letter, phone call or My Chart.
- Enter recalls as needed
- Additional duties as assigned

**Requirements:**

- Washington State MA certification required (or ability to acquire within first 3 months)
- At least one year experience as a Medical Assistant is preferred
- Proficiency in medical coding and terminology
- Experience with medication administration and basic life support techniques
- Strong attention to detail and excellent organizational skills
- Ability to provide exceptional patient service with empathy and compassion
- Excellent communication skills, both verbal and written
- Ability to work effectively in a fast-paced environment while maintaining accuracy
- Prior EMR experience preferred. EPIC experience a plus.
- Must be able to provide proof of legal authorization to work in the United States.

**Why work at WWMG?**

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

- Competitive Pay
- Unsurpassed growth opportunities
- Medical, Dental, Vision Insurance
- Healthcare savings account
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match

- Paid holiday, sick and vacation leave
- Flexible schedules
- Lots of cross training
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

**Schedule:** Full time Monday - Friday, 40 hours/week, in person at our Everett Gastroenterology clinic. No evenings or weekends.

**Salary:** Hourly wage, \$22 - \$27 per hour depending on experience, skill set, and education.

**Apply Today:** please send resume to: [jona\\_f@wwmedgroup.com](mailto:jona_f@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.*