



## Western Washington Medical Group

### **Certified Medical Assistant –Part Time**

**Date:** 10/29/24

**Location:** WWMG Rheumatology - 1909 214th Street SE, Suite 205, Bothell, WA 98021

### **Overview:**

WWMG Rheumatology is looking for a Certified Medical Assistant who can demonstrate positive interpersonal relations in dealing with all physicians, staff, patients, and vendors. We are open to all experience levels and happy to contribute to an individual's growth in skills and knowledge.

The selected candidate will be responsible for both front and back office functions including patient preparation, support of health care providers, assisting in office procedures, administrative tasks, and clinic operations in a manner that promotes efficient and quality patient care.

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

- Room patients; obtain vital signs, take complete health history and perform medication reconciliation
- Set up and assist in minor office procedures, and pre and post procedure patient care
- EMR documentation
- Give subcutaneous and intramuscular injections
- Refill prescriptions, obtain insurance prior authorizations, and complete paperwork as needed
- As needed medical receptionist duties: Scheduling appointments, answering multi-line phones and collecting registration documents
- Triage patient calls
- Ensuring timely and orderly patient flow
- Other duties as assigned by department manager

### **Requirements:**

- High school diploma or equivalent
- Completion of a Medical Assistant Program OR completion of a Military Medical Corpsman Program
- Current WA State CMA license
- Current CPR/BLS Certification
- Reliable, punctual, and committed to quality care
- Demonstrate ability to manage multiple tasks simultaneously
- Highly organized with a high level of attention to detail
- Ability to communicate clearly both verbally and in writing
- Experience with EPIC
- You must be able to provide proof of legal authorization to work in the United States

### **Benefits:**

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

Part Time employee benefits (< 30 hours/week):

- 9 paid holidays
- Paid time off
- Sick time accrued per WA State law

Our staff not only enjoys these 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.

**Schedule:** Part time, 20-28 hours/week. Schedule is Monday, Tuesday, and Thursday and is subject to change depending on provider schedules. No evenings or weekends.

**Salary:** Hourly wage \$22 - \$26 per hour depending on experience, skill set and education.

**To Apply:** Please send a cover letter and resume to: [arichards@wwmedgroup.com](mailto:arichards@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.*