



Western Washington Medical Group

Patient Service Representative – Full Time

Date: 2/18/25

Location: Arlington, WA

Whitehorse Family Medicine is looking for an energetic and friendly staff member to join our team! We currently have need for a full-time reception position available in our busy Family Medicine (primary care) Clinic. Previous medical clinic experience is appreciated, including knowledge of electronic medical records systems. Must be flexible, a team player, and attentive to details with exceptional customer service skills.

Duties include but are not limited to:

- Answering multi-line phone system
- Checking patients in/out
- Collecting money
- Verifying/updating demographic and insurance information
- Scheduling appointments
- Other administrative tasks as needed

Job Requirements:

- Reliable, punctual and committed to providing quality care
- Ability to multi-task and flexible changing job duties throughout shift
- Must be team-minded, friendly, self-driven, and professional
- Good communication skills
- Time management and organizational abilities
- At least one year experience in a medical office
- Must be familiar with HIPAA practices
- EMR experience preferred (Epic experience a plus)
- You must be able to provide proof of legal authorization to work in the United States

We need an organized individual who can work well in a team environment as well as independently. Candidate must also be willing to work a flexible schedule Monday - Friday.

Benefits include:

- Medical, Dental, and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

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 you taking the time to apply online.

Schedule: Approximately up to 40/hours per week – Monday to Friday, no weekends.

Salary: Hourly wage, \$21 - 23 per hour depending on experience, skill set, and education.

To Apply, please send cover letter and resume to: cmcbride@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.