



Clinic Medical Assistant/CMA (Weekdays, Kirkland)

Puget Sound Gastroenterology P.S., now a part of Gastro Health, has an exciting career opportunity for a full time Certified Medical Assistant to join our Kirkland team. This position will work 8:30am to 5:00pm, Monday through Friday. We are a physician-directed organization providing comprehensive gastrointestinal medical services to patients and referring physicians in the Puget Sound area.

This focus has given our medical team an unparalleled expertise in this specialized area. Our entire staff is committed to providing the highest quality medical care that is appropriate to the needs of our patients. We provide this care with compassion and consideration for the comfort and concerns of those we serve.

In combating COVID-19 pandemic, PSG is committed to providing a safe work environment to protect our employees by following the guidelines from the CDC and WA state health department requirements closely. All clinical staff will be equipped with appropriate PPE.

Essential Functions and Responsibilities:

- Greet and room patients, ensuring appropriate patient flow
- Update patient's medical chart with accurate and timely documentation
- Manage phone triage and take appropriate action under direction of the provider
- Demonstrate ability and appropriate technical skills when administering treatments and procedures in accordance with physician's orders
- Provide patient education as well as personal patient care to provide comfort and well-being to acknowledge physiological and psychological needs
- Under direction from provider, process refills for prescriptions following clinic protocol
- Assist patients, family members or other clients with concern and empathy, respecting their confidentiality and privacy, in compliance with HIPAA regulations and rules
- Assist in the training and orientation of new team members
- Demonstrates positive interpersonal relationships in dealing with fellow clinic employees, managers and providers
- Take direction and initiate actions that will allow cross-functional duties to ensure seamless patient care
- Maintain a clean and orderly work area
- Ensure that supplies and equipment necessary for patient care are stored in an organized and efficient manner
- Follow safety procedures in compliance with OSHA and state health department guidelines
- Other duties as assigned



Education and Experience

- Current WA State Medical Assistant Certification or interim license
- Two years' clinic experience preferred
- EMR experience a plus
- We welcome candidates with less than 2 years' experience as well as new grads to apply!

Our ideal candidate:

- Enjoys working at the top of their scope and truly partnering with patients, providers, and the care team.
- Values teamwork, problem solving, and adaptability.
- Believes patients are first and is committed to delivering high-quality care and excellent customer service.

Puget Sound Gastroenterology is a great place to work and advance in your career. You'll find a collaborative team of coworkers and providers, great benefits, a beautiful office environment as well as consistent hours –And we enjoy 8 paid holidays per year!

Please visit our website at www.pugetsoundgastro.com.

Please attach your resume in a Microsoft Word or pdf format including cover letter, with "Clinic MA - PSGK" in the subject line, to wajobs@gastrohealth.com.

Puget Sound Gastroenterology (PSG) is proud to be an Equal Opportunity Employer. PSG does not discriminate on the basis of race, color, gender, disability, protected veteran, military status, religion, age, creed, national origin, gender identity, sexual orientation, marital status, genetic information, or any other basis prohibited by local, state, or federal law.