



Job Title: Medical Assistant (Full-time, Non-Exempt)

Location: Olympia, Washington

About Genetic Support Foundation:

Do you dream of doing something new and different? Genetic Support Foundation (GSF) is seeking an energetic, caring person to build our team and further our mission. GSF is a charitable nonprofit dedicated to improving the quality of healthcare by providing up-to-date, objective genetic information to patients, providers, and healthcare organizations, supporting those in need of genetic services, and facilitating the adoption of best genetic practices. We are a team of professionals that value creativity, innovation, and efficiency.

Purpose of Job:

This position supports and assists Genetic Support Foundation genetic counseling services with a heavy emphasis on administrative support rather than direct patient care.

Job Duties:

- Schedule patient appointments.
- Interview patients to collect family and patient medical histories.
- Communicate with patients and referring providers regarding scheduling or insurance questions, or requests for documentation.
- Coordinate gathering relevant patient records from other medical facilities.
- Assist with insurance pre-authorization, and other insurance issues.
- Scan records into the patient's chart.
- Document in patient charts and communicate follow-up recommendations for patients, with guidance and direction from the genetic counselor.
- Order and maintain clinic supplies.
- Answer and resolve routine phone inquiries and triage calls to genetic counselors.
- Perform associated administrative or clerical tasks, which may include special projects and correspondence.

Necessary Knowledge, Skills, and Abilities to Perform Job:

- Organized with good attention to detail
- Ability to work independently
- Dependable and reliable



- Willingness to ask questions and work as a part of a team
- Comfort with learning new technology
- Desire to grow with a new organization

Requirements:

- High school diploma, or equivalent.
- Graduate of an accredited medical assistant program.
- Current State of Washington Medical Assistant-Certified, (CMA).

Conditions of Employment:

- Must maintain certification status.
- Successful candidate must submit to post-offer, pre-employment drug screen and criminal background check.

Working Conditions and Physical Effort:

- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Work is normally performed in a typical interior/office work environment.

How to Apply:

This is a full-time position with benefits package. Salary depends on experience. Please email cover letter and resume to careers@geneticsupportfoundation.org Genetic Support Foundation is committed to a working environment that provides equal opportunity to all members of the community. In accordance with federal and state law, GSF prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; gender, including sexual harassment; age; disability; citizenship; and veteran status. In addition, it is GSF's policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.