# Medical Receptionist

Do you have great customer service skills? Do you want to work in an energized specialty practice?

We are a well-established Ophthalmology practice in need of a full time professional. If you are energetic, detail-oriented and ambitious, we are looking for you! Our ideal candidate will be an essential part of the patient services team.

The job duties include:

* Providing excellent customer service to our large population of patients and referral sources.
* Handling busy phone system courteously and professionally
* Heavy scheduling and follow-up.
* Insurance verification, eligibility and authorizations.
* Handling a busy check-in and check-out desk. Including registration and follow-up.
* Collecting and posting co-pays, deductibles, and outstanding balances.
* Preparing charts, encounter sheets, or face sheets.
* Work with other departments to ensure accurate and timely workflows are followed and patient care is delivered with a smile.
* Assist with various projects on an ongoing basis.

The ideal candidate must possess:

* Experience in customer service in retail, hospitality, etc.
* Outstanding work ethic and the desire to go the extra mile for our patients and practice.
* Exceptional attention to detail, ability to multi-task, prioritize while maintaining a professional demeanor in a fast past environment.
* Experienced in and understand Health Insurance Plans and coverage (desirable but not required).

Please forward a cover letter and your resume to:

Lashini Samerawickreme, MHA

Practice Administrator

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