



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
Eye Physicians of the East Bay
80 Grand Ave., Suite 700
Oakland, CA 94612
Office Tel. (510) 893-4318 Ext. 226
Fax (510) 833-7703
Email VIP@eyephysicianseastbay.com