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Optometric Receptionist Job Description

The Optometric Receptionist must possess excellent communication and organizational skills in a busy and distracting workplace. She is the first impression for the office and the individual responsible for gathering and organizing patient information which is entirely maintained in electronic format. The Optometric Receptionist must be able to multitask well in a distracting environment that frequently requires phone conversation with concurrent entering of data into the computer, perhaps while greeting or managing second phone calls.

Qualifications

The potential candidate must have a high school diploma and previous experience in a medical office or similar position where she has answered multiple phone lines, maintained computerized customer records and had face-to-face interaction with the public. The qualified applicant will possess basic skills in Microsoft Word, Excel, and the Internet. She will be highly capable of working in a Windows-based environment. The successful Optometric Receptionist is able to organize and complete tasks reliably.

Position Responsibilities

The Optometric Assistant is responsible for the office schedule. She insures that patients are scheduled accurately and that patients are reminded about the appointment to minimize open slots. She gathers demographic, insurance and health information either over the phone or via web registration to schedule patients. She must be able to contact and communicate with insurance representatives to understand and explain benefits to patients. She must understand and explain patient privacy policies.

Finance Responsibilities

She will collect money for payment and posts payments to the patient ledger.

Administrative Duties

Administrative duties for this position include, but are not limited to, faxing, copying, scanning, phone management, preparing patients' electronic medical records, and entering extensive data in the office's computer system.

Full Time or Part time