

## **CHECK-IN/CHECK-OUT RECEPTIONIST**

Florida Eye Specialists & Cataract Institute is a comprehensive, multi-specialty ophthalmic practice with locations in Brandon, Riverview, Ruskin, South Tampa and Sun City Center. Qualified applicants should exhibit exceptional customer service skills and be very detail oriented.

Florida Eye Specialist & Cataract Institute offers opportunity for growth and advancement.

Our benefits include health, dental, 401k, short term disability and holiday pay.

**JOB DESCRIPTION: FRONT DESK**

### **Typical Physical Demands:**

Requires prolonged standing, some bending, stooping and stretching. Requires excellent communication skills and a keen understanding of patients with sensory impairment. Must be able to express a caring attitude while performing the tasks required with accuracy and efficiency.

### **Example of Duties:**

- Greets and check in patients as they arrive.
- Register patients, verifies insurance coverage, and updates existing patient demographics by collecting detailed patient information.
- Collect co-pays and payments.
- Optimizes patients' satisfaction and provider time by scheduling appointments correctly in person or by telephone.
- Answer phone calls promptly.
- Ensures appropriate supplies/equipment is available and functional for patient care according to office policy and procedures.
- Attends required staff and educational meetings as requested.
- Maintains strictest confidentiality.
- Provides assistance in all other areas in office when completion of above responsibilities permits to ensure smooth operation of the practice.
- Performs related work as required.

**Performance Requirements: Teamwork, adaptability, dependability and excellent communication skills.**

### **EDUCATION & BACKGROUND:**

High school graduate or GED equivalent. Experience preferred but not required. We are willing to train the right person.

**We are an Equal Opportunity Employer and a Drug Free Workplace**

Job Type: Full-time