

Patient Service Rep

Join The Eye Clinic Team!

We are seeking a friendly, professional person to join our staff. Duties include both check-in and check-out functions, booking patient appointments, insurance filing and verification. The ideal candidate should possess outstanding customer service skills, communication, computer skills, and the ability to multi-task are a must. This is a full-time position, Monday – Friday, from 8am to 5pm and requires a positive, energetic attitude and the ability to work efficiently as part of a team.