

Front Desk Patient Care Coordinator

OPS is hiring full and part-time Front Desk Patient Care Coordinators to join our outstanding team. You will partner with our professional, friendly, and team-oriented Front Office Staff in supporting patient scheduling services in this position.

Upon arrival, you will assist our patients, check them in, collect co-pays, confirm insurance, schedule appointments, and make follow-up appointments with our Physician Team and referral network.

To be successful in this position, you must be friendly, calm, and able to multitask in a busy environment, travel between offices, and have reliable transportation. But most importantly, be invested in delivering an outstanding patient experience.

OPS offers a robust benefits package, including Medical, Dental, Life, and Vision insurance, AFLAC, a 401K with match, generous PTO allowance, employer-paid life insurance, long-term disability, and mileage reimbursement.

Please visit our website at @ www.eyeps.com and see if this is an opportunity you would like to explore.

Ophthalmology Physicians and Surgeons has been repeatedly awarded recognition as one of the "Best Employers in Montgomery and Bucks County."

Job Types: Full-time, Part-time

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused.
- Outcome-oriented -- results-focused with a strong performance culture.
- People-oriented -- supportive and fairness-focused.
- Team-oriented -- cooperative and collaborative.

Benefits:

- 401(k).
- 401(k) matching.
- Dental insurance.
- Employee assistance program.
- Employee discount.
- Flexible spending account.
- Health insurance.
- Life insurance.
- Paid time off.
- Professional development assistance.
- Referral program.
- Retirement plan.
- Vision insurance.

Benefits Conditions:

- A waiting period may apply.

Work Remotely:

- No.

Work Location:

- Multiple locations.