

Surgical Coordinator Job Description

OPS is hiring a full and part-time Surgical Coordinator to join our outstanding team. In this position, you will partner with our Ophthalmologists to support scheduling all patient surgical services procedures.

You must be compassionate and invested in our patient care; you will review the process, coordinate all of the necessary appointments with the patients, interface with the surgery center, and verify patients' insurance coverage.

To be successful in this position, you must have high volume surgical scheduling experience, be organized and **DETAIL** focused, be flexible, efficiently multitask, and follow up on tasks. You will travel between two offices, you must have reliable transportation, and most importantly, be invested in delivering an outstanding patient experience.

We offer a robust benefits package, including Medical, Dental, and Vision, long term disability insurance, a 401K, generous PTO allowance, 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 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
- Innovative -- innovative and risk-taking
- Outcome-oriented -- results-focused with strong performance culture
- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative
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COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Plastic shield at workstations
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

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

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- No

Work Location:

- Multiple locations