



HOW TO APPLY:

Send resume & cover letter via mail or email to:

Stacey Burton

sburton@sundelleye.com

602 N 6th Ave W

Virginia, MN 55792

OPEN POSITIONS:

Patient Registration Specialist

The Patient Registration Specialist is a valuable position that performs important ophthalmic office duties which include scheduling patients, registering patients, correctly inputting insurance information, working incoming and outgoing office email/faxes, providing exceptional customer service, fielding incoming and outgoing phone calls, and a variety of tasks that require planning and organization to meet deadlines and quality standards. The position requires attention to detail and interpersonal skills necessary to coordinate patient flow within the clinic.

Duties include, but are not limited to:

- Warmly greet and direct patients and their families
- Respond to telephone and in-person inquiries from patients with professionalism and kindness
- Maintain confidential files and records while checking patients in and accurately gathering insurance information and co-pays and checking patients out.
- Speak comfortably about various aspects of Ophthalmology and Optical needs
- Coordinate medical records and properly schedule patient visits, referrals, and surgeries
- Open, route, sort, and prioritize the daily mail
- Scan and file patient records and reports

Patient Screener

The Patient Screener is responsible for greeting and conducting health checks for all people entering the clinic. Health checks include a brief questionnaire regarding possible symptoms and exposure to COVID-19 and temperature taking.

This position is responsible for guiding patients to check-in or directly to an exam room. The patient screener is responsible for cleaning high-touch surfaces on a routine basis. The position requires attention to detail, and phenomenal customer service skills.

Duties include, but are not limited to:

- Greet and directs patients; ask patients COVID-19 screening questions and take their temperature
- Clean high touch areas
- Document screening answers in computer system
- Ensuring social distancing protocols
- Interact with clinic staff
- Other duties as assigned



Eye Technician

This is an important clinical position that gathers accurate data from the patient and performs tests on the patient to gather information for the doctor.

****Willing to train the right motivated individual!****

Duties include, but are not limited to:

- Perform patient testing
- Utilization of Electronic Medical Record
- Taking a medical history
- Working knowledge of cataract surgery, minor surgical procedures, various ocular diseases, and pharmacology

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