



COMPANY NAME: Civano Eyecare

JOB TITLE: Front Desk

JOB DESCRIPTION:

Front desk and Dr Assistant M, T, TH, F and ½ day on Saturday (Part-Time 20 hrs/week).

Desire to Provide an Exceptional Patient Experience Keeps up with all regular and emergency maintenance on medical equipment. Checks patients in using thermometer & pulse-oximeter.

Assists in office medical procedures by preparing the exam room with supplies and sterilized equipment.

Performs patient blood pressure & blood sugar measurements.

Performs auto refractions, visual acuities, color vision, stereo vision, lensometry and visual field testing using either desktop equipment or virtual reality headset.

Performs widefield retinal photos both dilated and undilated. Keeps all rooms tidy and sanitized.

Calls in patient Rx to pharmacies. Calls to make referral appointments for patients.

Assist other staff with overflow of work.

Must wear uniform as designated by office Must be willing to test for COVID routinely Ensure customer satisfaction by creating a warm and welcoming environment for patients Teach insertion and removal of contact lenses as well as contact lens care. Maintain accurate and organized patient records.

Answer, screen, and forward incoming phone calls Confirming patient appointments Pulling and filing insurances Other duties may be assigned.

SALARY:

APPLICATION QUALIFICATIONS:

Spelling, Math, Politeness, and Professionalism.

Computer

Scheduling

Phone

Cleaning

Social Media , Marketing a plus!

HOW TO APPLY: Apply in Person: 10501 E Seven Generations Way

DATE: 4/19/2022

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities