



Dr. Steven Bacher & Assoc.
Optometrists

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Our office is currently seeking an individual to fill a full time position. This person is responsible as the first contact for all patient visits. They must be completely honest, good with numbers and language, comfortable communicators with strong telephone & listening skills, and a quick learner. The position requires good interpersonal skills and an ability to think quickly. The know-how to deal with difficult situations and/or people is a must. The position requires a strong team player requiring minimal supervision who can work well with others and is able to multi-task. Bilingualism is an asset.

Full training is provided although experience is an asset.

Primary responsibilities

- Directing patients to proper help.
- Answering the telephone
- Scheduling appointments - on the phone & pre-booking in-office patients, moving appointments, filling last minute holes in the schedule & controlling the waiting list.
- Verifying OHIP coverage and confirming patients for their appointments
- Issuing receipts & prescriptions
- Ordering contact lenses
- Completing end of day deposits, balancing & printing days transactions
- Completing daily back up of data

Secondary responsibilities

- Interpreting & reinforcing doctor's advice
- Making referral appointments
- Faxing referral letters as needed
- Scanning & linking into system documentation
- Giving rough price estimates when necessary ie: on glasses, contact lenses or contact lens fitting
- Monitoring contact lens stock & replacing as necessary
- Keeping stock of stationary & office supplies, re-orders as necessary
- Pre-testing (case history, colour vision, stereo vision, blood pressures, auto refractor/keratometer, retinal photos
- Setting up and monitoring patients on field analyzer
- Accounts receivable

Monthly - OHIP reconciliation, summary printouts, end of month reports

Please email your resume to drbeyecare@cogeco.net