

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	RECEPTIONIST/OPTOMETRIC TECHNICIAN
JOB NUMBER	3820
NUMBER OF POSITION/S	1
NOC CODE	3414
CLOSING DATE	2020-11-23
LOCATION	St. James-Assiniboia
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	\$12.00 - \$14.00
WAGE DETAILS	Based on Qualifications and Experience.
JOB TERMS	Full time
JOB DESCRIPTION	<ul style="list-style-type: none"> <li>-The successful applicant must be fluent in spoken and written English and must have demonstrated capability dealing with various people demographics.</li> <li>- Knowledge and experience in the use of Accuro EMR (Electronic Medical Records) is desirable, however, training will be provided to the candidate that is hired. Computer usage knowledge is very essential since we are a 99% electronic environment.</li> <li>- Applicants that have previous experience in an Optometric Clinic environment will be an advantage, however, the individual hired will be provided the necessary training for successful transition to our environment.</li> </ul>
JOB DUTIES	<ul style="list-style-type: none"> <li>- Adhere to Office Procedures as required at Front Desk Reception</li> <li>- Must be able to type a minimum of 25 words per minute.</li> <li>- Must be able to collect payments using the Point of Sale Terminals (POS) and all other billing functions</li> <li>- Greetings and Salutations with all patients arriving and leaving the office</li> <li>- Prepare daily schedule for confirmation of patient appointments and administer to the Waitlist of Patients wanting appointments</li> <li>- Answer phones calls in a polite manner for patients wanting an appointment or requesting for information</li> <li>-Training and scheduling Patient Appointments along with monitoring all appointments in terms of timing and doctors being seen</li> <li>- Confirm patients for next 2 days appointment by automated reminder or by other communication methods</li> <li>- Book referral appointments with ophthalmologists and endocrinologists (Diabetic Doctors) and ensure the this referral list is updated and organized</li> <li>- Submit eClaims to Insurance Companies using Claims Submission Portal</li> <li>- Generate recall list and send out reminders and thank you/welcome letters as needed</li> <li>- Ability to take contact lens orders by phone and submit these orders to</li> </ul>

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<b>JOB DUTIES</b>	Contact Lens Vendors - Maintain and ensure office supplies, forms, brochures/handouts are adequate - Aid in overseeing general office appearance/cleaning of front desk and reception area - Assist Optometric Assistant in pre-testing - Follow instructions of the Supervisor/Assistant Manager/Office Manager that may be provided from time to time and report to them accordingly
<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	-The successful applicant must be fluent in spoken and written English and must have demonstrated capability dealing with various people demographics. - Knowledge and experience in the use of Accuro EMR (Electronic Medical Records) is desirable, however, training will be provided to the candidate that is hired. Computer usage knowledge is very essential since we are a 99% electronic environment. - Applicants that have previous experience in an Optometric Clinic environment will be an advantage, however, the individual hired will be provided the necessary training for successful transition to our environment.
<b>APPLICATION PROCESS</b>	Send targeted resume Apply through your CC
<b>APPLICATION DETAILS</b>	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.
<b>JD</b>	Norm Mayer