



## **LANDMARK STAFFING**

**Position: Front Office Assistant**  
**Location: Grand Junction, CO**  
**Type: Full Time**  
**Wage: \$18.00 - \$20.00/ hour DOE**

The Retina Center is a leading eye care facility dedicated to providing high-quality vision care services to our community. With a team of experienced eye care professionals, we strive to enhance the vision and overall eye health of our patients. As we continue to grow, we are seeking a motivated and detail-oriented Front Office Assistant to join our team.

We are looking for a skills Front Office Assistant to manage the reception area and perform a variety of clerical duties. The ideal candidate will be the first point of contact for patients, ensuring a positive and welcoming experience. The Front Office Assistant will play a crucial role in maintaining organized and efficient front office operations.

### **Job Responsibilities:**

- **Patient Reception:** Greet and welcome patients, ensuring a positive first impression.
- **Appointment Scheduling:** Manage patient appointments, confirmations, and cancellations.
- **Insurance Verification:** Verify patient insurance coverage and process insurance claims.
- **Answering Phones:** Handle incoming calls, address inquiries, and route calls to the appropriate personnel.
- **Maintain Patient Records:** Ensure accurate and up-to-date patient records in the electronic medical records system.
- **Billing Support:** Assist with billing inquiries, payment processing, and financial transactions.
- **Office Maintenance:** Keep the front office area clean and organized, and ensure a comfortable waiting environment.
- **Communication:** Collaborate with other departments to facilitate smooth communication and coordination.

### **Job Requirements:**

- **High school diploma or equivalent; additional education or certification in healthcare administration is a plus.**
- **Proven experience in a front office or customer service role, preferably in a healthcare setting.**
- **Familiarity with medical terminology and basic understanding of insurance processes.**
- **Strong organizational and multitasking skills.**
- **Excellent communication and interpersonal abilities.**



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- **Proficient in using office equipment, including computers, phones, and fax machines.**
- **Ability to handle sensitive and confidential information with discretion and professionalism**
- **Must have COVID Vaccine and be ok with wearing a mask throughout the duration of your shift.**
- **Background Checks are required for this position.**

**If you are a dedicated professional with a passion for providing exceptional patient care and have the required skills, we invite you to apply for the Front Office Assistant position with Retina Center. Join us in making a difference in the lives of our patients by contributing to the success of our dynamic and growing eye care practice.**