
Optometry Receptionist Resume

Job Objective

Seeking an Optometry Receptionist position utilizing my skills and knowledge.

Highlights of Qualifications:

- Hands-on experience in handling customer interactions and reception area in a medical office setting
 - Profound knowledge of optometry terminology and general eye testing procedures
 - Outstanding knowledge of telephone etiquette, appointment scheduling, and recordkeeping practices
 - Familiarity with patient billing and insurance authorization procedures
 - Ability to preserve the confidentiality of all patient-related information
 - Ability to operate computers and other standard office equipments
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Professional Experience:

Optometry Receptionist
Eyecare Associates, Vredenburgh, AL
August 2012 – Present

Responsibilities:

- Booked, managed, and confirmed clients' appointments for clinical procedures.
- Obtained and verified necessary patient-specific insurance information and authorizations.
- Handled phone calls and faxes and used other common office machines.
- Updated and maintained accurate and complete patient-related files and medical records.
- Participated in staff meetings and served on relevant staff committees.
- Interpreted and complied with institution and department specified policies, procedures, and standards.

Optometry Receptionist
VisionFirst Eye Center, Vredenburgh, AL
May 2009 – July 2012

Responsibilities:

- Responded to incoming phone calls from clients and welcomed all walk-in clients, courteously.
 - Oversaw and assisted with appointment scheduling and patient check in and checkout activities.
 - Verified patient billing and insurance authorization and collected correct payments from them.
 - Monitored and maintained cleanliness and orderliness of examination room and equipments.
 - Prepared patients for their scheduled procedures and performed initial eye tests.
 - Produced and delivered all required reports and billing statements, in a timely manner.
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Education:

Bachelor's Degree in Optical Science
Lycoming College, Williamsport, PA

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