

1/20/2020

Wagner Family Eye Care is seeking candidates for a full-time career Front Desk Medical Receptionist. Individuals applying need to be friendly, customer oriented, energetic, able to multi-task well, and must have excellent communication skills. This individual will be responsible for greeting patients, scheduling appointments, collecting co-pays, verifying insurance eligibility, and answering phone calls as well as various other tasks.

Candidates must be able to manage multiple phone lines while interacting with the patients in a professional manner as well as basic computer skills.

Experience is preferred but not required. Qualified individuals fax your cover letter and resume to 814-677-9562 or email to [pferringer@comcast.net](mailto:pferringer@comcast.net).