



WE ARE HIRING!

Please email resume to
[hiring@dambrosioeyecare.com](mailto: hiring@dambrosioeyecare.com)

Ophthalmic Technician – Full Time

Tasks such as performing tests, gathering information from patient, maintaining daily flow, and assisting doctors. Candidates will be able to work towards COA certification! No experience is necessary, but you must be outgoing, pleasant, professional, reliable, and accurate. You also need to be willing to report to any of our six locations (Athol, Gardner, Leominster, Worcester, Lancaster, Acton) as needed.

Surgical Scheduler – Full Time

Schedule patients for various types of surgery including Lasik for all doctors. Prepare pre and post operative charts, interact with PCP offices and surgical facilities., Must be accurate and detailed, able to work independently, and have strong customer service skills. Surgical Scheduling experience desired, but medical office experience is a must.

Front Desk – Full Time

Check patients in and out, schedule appointments, collect co-pays, ensure referrals and authorizations are obtained. Must be detail oriented and have very strong customer service skills and the ability to multi task. You must be willing and able to report to any of our six locations (Athol, Gardner, Leominster, Worcester, Lancaster, Acton) as needed.

Call Center Representative – Full Time

This position requires excellent communication, computer and phone skills and the ability to multi-task. You will be responsible for routing calls, confirming patient demographic and insurance information, making appointments, and obtaining referrals. Previous medical office experience and or call center experience is a plus.

Medical Billing – Full Time

As a member of our Billing Department some of your tasks will include charge entry, posting payments, and resolving denied claims. You must be professional, detail oriented and very accurate. No experience is necessary. Lancaster Location.

Please share with anyone you feel may be interested!