

# Patient Services Specialist

**Employer:** FYidctors

**Posted:** 11 months ago

**ES Job ID:** 4024

**Sector(s):** Office & Administration, Healthcare

**Closing Date:** May 31, 2023

**Location:** Blind River

**Duration:** Part Time

## Job Description:

FYidctors is seeking a Part-Time Patient Services Specialist on a Permanent basis at our practice in Blind River. The Patient Services Specialist will greet patients, handle appointment paperwork, and assist with eyewear retail. This team member will work a schedule of 20-35 hours per week, Mondays through Saturdays.

### How You'll Benefit

- Comprehensive rewards package
- Competitive wages and benefits
- Rapid and continued growth, ensuring a constantly challenging and rewarding environment
- A workplace culture where collaboration is fostered
- Ongoing training and development opportunities

### Responsibilities

- Communication with patients including in person, by phone, and by email
- Administering pre-testing services such as retinal digital imaging
- Customer service activities including appointment bookings, prescription printouts, and billing and payments
- Office administrative tasks including processing mail, filing, and faxing
- Assistance with the retail of eyewear products

### About Us

FYidctors is an exciting entrepreneurial company that started as a small group of 30 optometrists. In just 12 years we have grown to more than 3,000 employees with more than 265 locations across the country. Today, as Canada's fastest growing eye care provider and winner of Canada's Best Managed Companies, our team of respected leaders from provincial and national optometric associations bring experience, dedication, and a commitment to the values that have long been associated with optometry.

From our lab to our practices to our home office, we are committed to enhancing the lives of our patients and maintaining a positive, supportive environment where all our people can thrive and grow professionally and personally. Together, we proudly stand for the strength of the optometric profession and the preservation of patient care.

## Required Skills:

### The Successful Candidate

- Passionate about customer experience; a great communicator who can provide exceptional patient care
- Committed to excelling as a member of a high-performing team
- Able to multi-task in a fast-paced environment
- Good computer knowledge, including Microsoft Office suite
- Previous experience or knowledge of routine eye care is an asset

## How to Apply:

**SAULT STE. MARIE**  
WEBINQUIRYSSM@SAULTCOLLEGE.CA  
705.945.0705

477 Queen Street East, Suite 203  
Sault Ste. Marie, ON P6A 1Z5

**BLIND RIVER**  
WEBINQUIRYBR@SAULTCOLLEGE.CA  
705.356.1611

1 Industrial Park Road, Suite 205  
Blind River, ON P0R 1B0



SAULT  
COLLEGE



Employment  
Solutions

Canada

EMPLOYMENT  
ONTARIO

Ontario

Please apply through the careers page; <https://fyidoctors.com/en/careers-page>. Search Patient Services Specialist, and the preferred location when navigating the careers site.

We thank all candidates for their interest. Only those selected for an interview will be contacted. We politely request no telephone calls, please.