



EYE-Q VISION CARE Job Announcement

Patient Services Liaison (Per Diem)

EYE-Q Vision Care, a Fresno leading comprehensive eye care provider since 1956, is seeking a Patient Services Liaison to join its dynamic team. Under the direct supervision of the Patient Services Coordinator, the PSR Liaison is primarily responsible for greeting patients and visitors to the practice, maintaining cleanliness of common areas, and reporting maintenance needs as appropriate.

Position Responsibilities include but are not limited to:

- Greet patients and visitors in a courteous and professional manner
- Maintain visitor's log, direct visitors to appropriate department
- Escort patients to available Patient Service Representatives for check-in and –out
- Assists with check-in and check-out of patients by reviewing and updating patient demographics, appointment details, scheduling return appointments and issuing appointment cards
- Walk the clinic and surgery areas to determine patient needs (drinks, wheelchairs, etc.)
- This is a part-time, as needed position.

If you are interested in applying for this position, please submit a cover letter and a copy of your resume to careers@eyeqvc.com.