



Patient Services Team Member

HealthView Eye Care Center is seeking a compassionate, service-minded, and detail-oriented individual to join our Front Desk (Patient Services) Team. If you enjoy helping others, thrive in a positive and collaborative environment, and love making a meaningful difference in people's lives, you may be the perfect fit for our team!

What You'll Do

As a Patient Services Team Member, you'll be the welcoming face of HealthView. Your role helps set the tone for each patient's experience by:

- Greeting patients with warmth and professionalism
- Checking patients in and out of appointments
- Scheduling visits and managing phone calls with care and clarity
- Assisting with insurance verification and basic administrative tasks
- Ensuring a smooth, friendly, and efficient patient flow
- Supporting team members to create an outstanding experience

You don't need prior eyecare experience—we provide thorough **on-the-job training** to help you grow your skills and confidence.

What Makes HealthView a Great Place to Work

At HealthView, we take pride in cultivating a supportive, positive environment where both patients and team members feel valued. In addition to compensation, we offer:

- Great eyewear and eyecare benefits
- A collaborative, caring workplace culture
- Opportunities to learn and grow in the eyecare field
- The daily satisfaction of helping people see—and live—better

Who We're Looking For

You might be a great match if you:

- Enjoy providing exceptional patient service
- Are organized, dependable, and comfortable handling multiple tasks
- Communicate clearly and kindly
- Appreciate teamwork and positivity
- Bring enthusiasm, compassion, and a willingness to learn

Apply Today!

Help us continue to provide outstanding eyecare to our community. Resumes can be emailed to **Gwen Zuleger** at g.zuleger@hvecc.net or call **715-748-2020** with any questions. We can't wait to meet you!