

# Wow Vision Therapy

<https://wowvision.net/job/patient-care-coordinator/>

## Patient Care Coordinator (FULL-TIME)

### Description

#### Full Time Patient Care Coordinator

Wow Vision Therapy – Grand Rapids, MI

\$16.00 an hour – Full Time (40 hours)

Wow Vision Therapy is a specialty optometry practice, located in Grand Rapids, Michigan. Our team helps children and adults struggling with binocular vision issues through, office-based vision therapy. As a Patient Care Coordinator (PCC), your responsibilities would include:

- Scheduling exams
- Patient Check-In
- Presenting treatment plan fees to patients
- Creating invoices and collecting payments
- Creating medical reports
- Assisting the doctors, and therapists with administrative tasks

Qualifications:

- Excellent people skills
- Working in teams
- Computer skills
- Customer service
- Willingness to learn new skills

Preferred experience:

- Sales, retail and/or customer service
- Associates degree or some college experience

Hours:

- Monday: 11am-7pm
- Tuesday: 11am-7pm
- Wednesday: 11am-7pm
- Thursday: 11am-7pm
- Friday: 9am – 5pm

Benefits (starts 90 days after the date of hire):

- Starting compensation: \$16/hr. with opportunities for bonuses and advancement
- Eligibility for health insurance benefits/IRA
- First-year of employment: 16 hrs. paid time off (increases to 40 hrs. after the first year)

Job Type: Full-time

Pay: From \$16.00 per hour

Benefits:

### Hiring organization

Wow Vision Therapy

### Employment Type

Full-time

### Job Location

Grand Rapids, Michigan, United States

### Working Hours

40

### Base Salary

\$ 16

### Date posted

August 31, 2021

- 401(k)
- Health insurance
- Paid time off
- Uniform allowance

Schedule:

- 8 hour shift
- No weekends

Application Question(s):

- Why would you like to work at Wow Vision Therapy?
- What is your ideal work environment?
- What are your hobbies or interests?
- Have you received the COVID-19 vaccination?
- If hired, when would you be able to begin working?
- Do you have any special skills that you feel would help you thrive in this position?
- Have you visited our website and do you feel you have a general understanding of what we do at Wow Vision Therapy?

Education:

- Associate (Preferred)

Experience:

- Customer service: 1 year (Preferred)

Work Location:

- One location

Work Remotely:

- No