LEVEL: Non-Exempt (40 hours/week)

REPORTING RELATIONSHIP: Reports to the Site Supervisor

ESSENTIAL JOB FUNCTIONS:

- Inputs all new patient demographic insurance and prescription information into Practice management software
- Updates all demographic information
- Assists patients with spectacle frame selections
- Fits and measures optical prescription orders
- Takes optical measurements
- Enters spectacle orders in Compulink system in the manner required by Classic Optical
- Enters spectacle orders as needed for other vision plans
- Prints, reviews and scrubs outgoing optical billing for spectacles
- Enters prescription eyewear orders into Excel and maintains current list of outstanding orders
- Enters all transferable data from IDX or future EHR operating system to Compulink system
- Documents special notations for quality assurance purposes
- Assists in the data maintenance of reports
- Provides reliable, respectful and professional support to all patients, attending, residents and students
- Demonstrates dedication to enhancing customer value and satisfaction in delivering quality services which are responsive, comprehensive, and proactive
- May be asked to deliver eyewear to various school locations
- Communicates via telephone with main office at IEI
- Hours are Monday through Friday, 8:30 a.m. – 4:30 p.m. with 30 min. lunch

MARGINAL FUNCTIONS

- Other job-related duties as assigned by the site supervisor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must maintain professional appearance and attitude at all times
- Requires high school diploma
- Optical experience including fitting frames to the patient and knowledge of various lens designs
- NextGen/Compulink or comparable medical system experience
- Direct customer service experience
- Requires two years of demonstrated data entry experience
- Requires a strong commitment to the accuracy of patient data
- Must demonstrate data entry speed and accuracy
- Requires ability to handle a variety of tasks with speed, attention to detail, and accuracy
- Ability to thrive in a team driven environment
- Must be mature in judgment and demeanor
- Requires professional ethics
- Requires a skilled communicator
- Ability to meet all deadlines regardless of circumstances or pressures
- Attendance must be in accordance with College policy
- Vacation time should be scheduled in accordance with the location schedule
• Fluency in Spanish and English, both verbal and written

**HOW TO APPLY:**

E-mail your cover letter referencing this position along with your resume to:

[HR@ico.edu](mailto:HR@ico.edu)

(Please type the word *Princeton* in the Subject Line of your E-Mail.)

Illinois College of Optometry  
Human Resources Department – “Princeton”  
3241 South Michigan Avenue  
Chicago, Illinois 60616  
EEO

No phone calls, please.

The Illinois College of Optometry and the Illinois Eye Institute has no contract or implied contract with its employees concerning the terms and conditions of employment. The Illinois College of Optometry and the Illinois Eye Institute and its employees each have the right to terminate the employment relationship at any time, with or without notice and no officer or employee of Illinois College of Optometry or Illinois Eye Institute has the authority to alter or amend this expressed policy except the President, who is authorized to alter or amend this expressed policy only in writing. Termination issues regarding faculty are governed by the Faculty Handbook.