



About Us: Ophthalmic Plastic & Reconstructive Surgery Center, PLLC, is a boutique practice dedicated to providing excellence in both aesthetic and corrective procedures. Led by Dr. Carroll and her expert team, we offer a comprehensive range of advanced surgical and non-surgical treatments, from eyelid lifts to state-of-the-art skin rejuvenation therapies. Our collaborative team approach and commitment to excellence with every patient ensures you receive exceptional results during your visit.

We are Hiring: Our team is seeking a Clinical/Medical Assistant who prioritizes patient care, clinical compliance and excellence in everything they do.

Job Title: Clinical/Medical Assistant

Location: Hickory, NC

Reports to: Managing Physician

Job Status: Full-time

Work schedule: TBD

Position Overview: The Clinical/Medical Assistant at the Ophthalmic Plastic & Reconstructive Surgery Center leads with excellence and ensures clinical compliance while delivering patient-first care. An integral member of the surgery team, the Clinical/Medical Assistant is responsible for, but not limited to: patient intake, workups, vitals, scheduling, insurance coordination, and pre- and post-operative care. The Clinical/Medical Assistant nurtures the relationships between the office, surgical facility, patients, and primary care physicians, while managing physician schedules and non-clinic needs for two providers. The Clinical/Medical Assistant implements policies to maintain clinical compliance and collaborates with the office team on day-to-day operations, ensuring the practice runs smoothly and efficiently. An active learner and strong attention to detail are essential for coordinating quality patient care and maintaining operational excellence.

Key Responsibilities:

- Fosters a positive and successful working environment, creating partnership with physicians, opticians, and team members.
- Collaborates with managing physicians and/or PA to develop clinical objectives, staffing metrics and optimize patient appointment and surgery scheduling.
- Helps resolve patient concerns, combining customer service skills, leadership, confidence and healthcare knowledge to ensure a positive, timely and effective solution.

Education & Experience:

- Associates degree or some college credits.
- Minimum of three (3) years of clinical experience.
- Experience in an ophthalmic and/or cosmetic surgical practice is a plus.

Required Skills and Abilities:

- Strong organizational skills, attention to detail, build and navigate timelines.
- Excellent communication (written and verbal) and interpersonal skills, with a focus on patient care and service.
- Proficiency in AthenaHealth software is a plus.
- Proficient in administrative and office tools.

Compensation: Based on experience

Benefits: Health, Dental, 401K

No Relocation Provided

Application Instructions: Send all resumes to recruit.oprsc@gmail.com
no phone calls please.