

Job Description

Job Title: Ophthalmic Technician

Purpose:

Provide chair side assistance and administer treatment ordered by the doctor. Prepare exam rooms, escort patients to the room, and prepare the patient for the doctor. Perform an extensive number of data collection functions as delegated by the physician to allow for the proper diagnosis of patients' condition. Demonstrate professional ophthalmic assistant skills.

Qualifications:

- High school diploma
- Minimum of one year of previous ophthalmic technician or medical assistant experience
- Demonstrated ability to communicate well with people, both internally and externally utilizing both written and verbal means.
- Exceptional skills in keyboard and operating computer systems and must type at least 45 wpm.
- Ability to work in structured environment with diverse workforce.
- Empathetic to patient and staff needs and concerns.
- Attention to detail while demonstrating multi-tasking skills.
- Ability to make quick, accurate and appropriate decisions.
- Treat patients and co-workers with respect.
- Ability to motivate and help train new staff.

Duties and Responsibilities:

Communication & Patient Care/Education/Clinic Responsibility

- Acquaint all new patients with the office procedures to which they will be exposed. Inform patients of the purpose of all tests performed and how they will be affected during the tests.
- Perform accurate and consistent documentation.
- Review proper use of medications with patients.
- Make sure patients know how to check vision at home, including the use of the Amsler grid.
- Communicate effectively with all patients in a professional and courteous manner; act as a role model to fellow employees.
- Obtain patient history to include chief complaint, history of present illness, past history (ocular and general), family history (ocular and general), and history of allergies and medications.
- Test patient's visual acuity.
- Perform visual field test, tonometry, topography, auto refraction, pachymetry, Schirmer tear test, color vision test, stereo test, keratometry, OCT's and manifest refractions.
- Read patient's glasses on lensometer and clean glasses.
- Electronically print prescriptions for glasses and medications.
- Dilate patients as appropriate for type of exam, or as directed by the physician.
- Assist with office surgical procedures, including room set-up and cleaning.
- Clean and stock exam rooms.
- Answer patient questions, including telephone and e-mail inquiries.

- After appropriate training, assist the doctor by fulfilling the role of a scribe.

Patient Flow

- Determine which patient should be taken next from the waiting room to have testing initiated. Escort patients from the waiting room for the data collection. Following testing, inform as to who will see them next and make them comfortable during the wait.
- Maintain a smooth flow of patients to the physician, altering the test sequence as required.
- Communicate with co-workers to facilitate proper patient flow.

Administrative

- Check calibration of equipment and make adjustments or if issues exist, contact manager.
- Return pharmacy and patients calls and assist them as needed and document the information in EHR.
- Assist with appointment scheduling as needed.
- Perform other tasks as required.

Travel:

- It may be necessary to travel and work in satellite offices. Employees must maintain a valid driver's license and proof of insurance.

Physical Capabilities:

- Light physical effort (lift/carry up to 25 lbs.)
- Occasional reaching, stooping, bending, kneeling, and crouching
- Frequent, prolonged standing/sitting/walking
- Must be able to see, hear, and respond adequately
- Extensive computer work
- Frequent use of telephone and fax
- Travel to other offices based on business necessity

Working Environment:

- Sufficient noise and interruptions to cause distraction
- Frequent exposure to video display terminals

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Job Type: Full-time