

Carolina Eyecare Physicians

Job Description

Job title: Ophthalmic Technician

Reports to: Ophthalmic Manager

Summary of Responsibilities

Responsible for daily patient care and flow of clinical activities.

List of Responsibilities/Duties

- Work Up Patients
- Take Histories
- Access Visual Acuity
- Pupil Evaluation
- Lensometry
- Auto-Refract
- Tonometry/Tonopen/Applanation
- Dilation
- Visual Fields
- Keratometry
- Color Vision testing
- Regular Attendance.
- Handle patient inquiries for appointments, visual complaints, and Call RX to pharmacies
- Accompany doctor to other office locations, prepare charts, and bring necessary supplies
- Assist doctor with minor surgery in office
- Communicate any expected delays to patient
- Work with patients, families and/or staff in handling and resolving problems that occur during the course of visit
- Maintains patient confidentiality and HIPAA compliance at all times and communicates with the Compliance Officer regarding procedural changes and concerns
- Cooperates and communicates with all staff members and supervisor about patient matters
- Fill-in and assist other Ophthalmic Assistants and Technicians for vacation
- Keeps up-dated on all pertinent information affecting job and patient care.
- Complies w/OSHA/Blood borne Pathogen guidelines
- Complies w/OSHA/Hazardous Communication Standard guidelines.
- Performs other duties as requested.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Minimum Education Requirements

- High school diploma or GED.
- Previous experience or training in this or similar position.
- Successful completion of JCAHPO Certified Ophthalmic Technician requirements within 2 years of hire.

Minimum Background Requirements

- Position requires good understanding of ophthalmic practice and patient care.
- Knowledge of medical instrumentation and its proper care and usage desired.
- Ability to assess common safety hazards and take precautions to establish a safe work environment desired.
- Ability to communicate with patients, co-workers and supervisor is critical.
- Must be willing to help in all areas and understand the need for efficient use of time.

Minimum Demonstrated Skills

- Ability and knowledge to perform Ophthalmic Technician care.
- Knowledge of examination, diagnostic, and treatment room procedures.
- Knowledge of ophthalmic equipment and instruments to administer patient care.
- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medications as directed.
- Skill in maintaining records and recording test results.
- Skill in establishing and maintaining effective working relationships with physicians, patients, employees, and the public.
- Possess good written and verbal communication skills.
- Always presents a professional image.
- Ability to do detailed and accurate work.
- Utilize time management skills.
- Read, understand, and follow oral and written instruction.
- Recognize, evaluate, solve problems, and correct errors.
- Maintain productivity and work independently.
- Displays consistent professionalism.
- Is energetic and empathetic with patients.
- Consistently display positive rapport with fellow employees.
- Cooperates with supervisory staff and physicians.
- Demonstrates flexibility in job assignment.
- Demonstrates initiative in accomplishing practice goals.
- Participates in continuing education to achieve certification.
- Efficiently and accurately interviews patients and documents histories.
- Understands role in the team activities and patient care.
- Available to Dr. when needed.
- Scribes readily when doctor desires.

- Demonstrates flexibility in job assignment.

Working Conditions: Works in a fast paced, well lit, comfort controlled medical office. Interaction with physicians, staff, public, etc. may be constant and interruptive. High traffic area in a close work environment. Work may be stressful. Potential exposure to communicable diseases, toxic substances, and other conditions common to a practice environment.

Physical Demands

- Must be able to stand for long periods of time.
- Must be able to write.
- Must be able to hold arms at shoulder height.
- Must be able to communicate via phone.
- Must have manual dexterity to work with ophthalmic equipment.
- Requires full range of body motion including handling and moving patients, manual and finger dexterity, and eye-hand coordination.
- Requires standing, walking, repeated bending, squatting, stooping, pushing, and pulling movements.
- Occasionally may move over 25 pounds in assisting and/or helping move patients of awkward weights.
- Possess the ability to respond to telephone/paging contacts.

The American with Disabilities Act requires that reasonable accommodations be made for qualified individuals to help perform the required duties and tasks of the position. Please let us know at the time you apply for a position if you will need any special accommodations.

I have read and understand my job description.

(Employee)

(Date)