



Position Guide for Ophthalmic Technician

Goals of the Position

The Ophthalmic Technician performs a range of duties which includes preparing patients to see the physician (taking the preliminary exam, medical history, & testing), preparation of examination and treatment rooms, performing basic and routine vision screening examinations, administering eye medications, cleaning and maintaining ophthalmic instruments and assisting physicians during minor surgical and laser procedures.

Qualifications

- High school diploma or GED required
- Must complete 4-8 weeks of training and exhibit competency in refraction.
- Multi-tasking ability and ability to work efficiently while maintaining quality standards for performance.
- Due to heavy computer usage, the technician is expected to have a high level of computer and problem-solving skills.
- Proficient in all skills required for comprehensive patient workup.
- Good command of the English language, communication skills both verbal and written.
- CPR certification.
- Has or achieves Medical Assistant (MA-R) certification.

Responsibilities & Duties

- Performs all aspects of patient exams to prepare patient for the physician. Interviews patients, recording medical history, and confirms purpose of visit. Puts patients at ease by communicating in a way that demonstrates professionalism and competence.
- Accurately records all information in the electronic medical records (EMR) system according to established standards and physician requirements.
- Maintains a safe, secure, and healthy work environment by establishing and following standards and procedures along with complying with legal regulations.
- Keeps equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, and promptly reporting equipment issues.
- Works well in a fast-paced environment with a good attitude.
- Provides back-up or support services to other clinic areas as requested, including medical recall and other assigned tasks.
- Maintains stock in exam room in accordance with standard inventory.
- Participate in training programs and home study in areas of patient care as a part of certification program.

Education and Experience

- CPR certification required.
- No experience needed. Training will be provided.

Benefits

- Competitive wages
- 401(k) matching
- Paid time off
- Health insurance
- Dental insurance
- Vision insurance
- Employee discount