



Ophthalmic Technician/Assistant or Scribe Position Description

Job Title: Ophthalmic Technician/Assistant or Scribe
Management

Reports to: Clinical

Job Classification: Non- Exempt

Direct Reports: N/A

Summary of Responsibilities: To greet patients in a professional, courteous manner and obtain and document pertinent medical and ophthalmic patient history on the appropriate forms. This person is also responsible for basic clinical and diagnostic testing responsibilities.

Essential Job Functions:

- Performs basic diagnostic tests accurately and in a way that instills patient confidence
- Assist physician or optometrist with clinical procedures, administers eye drops and oral medications and inserts and removes contacts
- Triage patients appropriately based on appointment time and acuity of problem prepares patient for doctor and maintains smooth, efficient flow throughout clinic
- Must be able to travel between offices as needed to staff other clinics.
- Adheres to all administrative and clinical practice policies and procedures
- Maintain efficient patient flow in exam area and keep patient informed of waiting status
- Provide accurate and consistent documentation
- Provide education to patients before and after procedures in terms they can understand, providing written instructions as available.
- Insure that all medical records are in appropriate order, secured in the chart and each page contains patients full name and birthday before returning to medical records
- Obtain patient history
- Accurately test patients distance acuity, near acuity, confrontation visual fields, stereo and color testing
- Perform lensometry on single, bifocal, and progressive lenses as well as transposition accurately with minimal guidance
- Able to perform Humphrey Visual Field Analyzer accurately
- Able to perform refractometry with minimal assistance
- Has a basic understanding of ophthalmic medications including name, strength, dosage and reason for use.
- May be assigned ASC duties as appropriate, ranging from Provider assistance to running of lasers or related items
- Able to correctly perform the following procedures without supervision:
 1. Keratomery (ARK)
 2. IOL Master
 3. Pachymetry
 4. Topography
 5. Check angles with slit lamp.
 6. Identify pupil abnormalities and perform careful pupil measurements.

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.

Competencies:

- Exceptional human relations skills
- Establish and maintain good rapport
- Advanced communication skills
- Ability to multi task and manage multiple priorities
- Advanced customer service skills
- Advanced problem-solving skills
- Speaks, understands and writes fluent English
- Writes legibly
- Assists with orientation and training

Minimum Education Requirements

- High school diploma or GED.

Minimum Background Requirements

- Experience Preferred
- Certification not required

Minimum Demonstrated Skills

- Proficiency using a computer
- Proficiency using a lensometer

Physical Requirements: Must be in good physical condition to withstand the stress and demands of an active position. Manual dexterity, good eye-hand coordination, adequate vision and hearing needed in daily work. Walking 40% of the time, standing 90% of the time, bending 20% of the time. Must be able to lift up to 40 pounds.

I have reviewed this position description and understand that I am expected to abide by these standards as outlined. I understand that I will be evaluated on these standards during my reviews.

(Print Name - Employee)

(Date)

(Signature - Employee)

(Signature – Supervisor)

(Date)