JOB DESCRIPTION

POSITION: Ophthalmic Technician

DEPARTMENT: Back Office

REPORTS TO: Office Manager

JOB SUMMARY: To perform an extensive number of data collection functions as delegated by the physician to allow for proper professional diagnosis of patients and to do so in a way that instills patient confidence in the treatment. Demonstrate ophthalmic technician skills.

EDUCATION AND EXPERIENCE:
1. High school diploma or equivalent.
2. Two years experience as an ophthalmic technician.

ESSENTIAL SKILLS AND ABILITIES:
1. Problem Solver
2. Analytical
3. Perfectionist
4. Personable
5. Organized

RESPONSIBILITIES:
1. Communication & Patient Care
   • Acquaint all new patients with the office procedures to which they will be exposed. Inform patients of the purpose of all tests personally performed and how they will be affected during the tests.
   • Obtain patient history to include chief compliant, history of present illness, past history (ocular and general), family history (ocular and general), and history of allergies and medications.
   • Perform accurate and consistent documentation and measurement tasks to include A-scans and visual fields.
   • Perform fundus photography.
   • Perform OCTs
   • Perform refractions
   • Assessment of pupils, confrontation fields, and anterior chamber depth
   • Topography
   • BAT (brightness acuity test)
   • CST (contrast sensitivity test)
   • Super pinhole
   • Tonopen
   • Applanation
   • Pachymetry
Ophthalmic Technician
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- Neutralizing glasses prescription
- Scribing/accurately documentation exam
- Assisting in minor surgeries
- Sterilization of instruments
- Cleaning, stocking, opening/closing of exam and work up rooms
- Maintaining clean work area and patient lobby
- Helping and answering questions of other staff members
- Helping in front office when needed
- Disposing and documenting of biohazard waste

2. Triage

- Determine which patient should be next to be taken from the waiting room and to have testing initiated. Escort all patients from the waiting room for the data collection. Following testing, advise the patient 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 coworkers to facilitate proper patient flow.

3. Administrative

- Check calibration of equipment and make adjustments or calls fro service, as necessary.
- Assist with ordering and maintaining proper inventory of all patient care supplies (bulbs, film, visual field paper, ARK paper, etc.)