

JOB DESCRIPTION

POSITION: Ophthalmic Technician

DEPARTMENT: Clinic

REPORTS TO: Technician Manager

JOB SUMMARY: Under the general supervision of the Technician Manager; provide ophthalmic assistance to physicians while providing patient care. Perform an extensive number of data collection functions delegated by the physician to allow for proper medical and professional diagnosis of patients.

Main Job Duties:

1. Communication & Patient Care:

- Inform patients of the purpose of all tests personally performed and how they will be affected during the tests.
- Obtain and record patient's chief complaint and complete ocular and medical history.
- Instill eye drops and any other medication as prescribed by physician.
- Perform accurate and consistent documentation and measurement tasks to include: Visual Acuity, ARAK, Lensometry, Confrontational fields, evaluation of Motility, Pupillary Function Tests, IOP check (by Tonopen and Applanation), Optos, Visual Fields, VSP Measurements, BAT, Pachymetry, Corneal Topography, HRT, PAM, OCT, Anterior Segment Photography, Specular Microscopy, Stereo testing, Color Vision testing, and Refracting (both manually and on the Epic). Other tasks specific to the physician's needs as a result of new technologies.
- Prepare for and assist in minor procedures as directed by the physician.
- Apply and remove eye dressings and protective shields as directed by the physician, including dispensing necessary drugs.
- Proficient in setting up and assisting physician in laser treatments as well as proper documentation in EMR.
- Accurate documentation and summarization of patient's ocular examination, assessment, and plan including follow-up care in EMR as dictated by the physician. Familiar with ICD9 and ICD10, CPT and billing codes and protocols to insure appropriate billing for services and procedures.

2. Professional Competence:

- Participate in ongoing professional development and competency assessment. Includes, but not limited to: educational events appropriate to position development, communicates additional training needs to direct manager, attends staff meetings and orients new staff, cross-trains for position in assigned or other

areas.

- Working knowledge of eye terminology, anatomy, pathologies, and ocular pharmacology.
- Proficient in EMR and a working knowledge of Centricity.
- Carries out job responsibilities in an ethical, effective, and professional manner. Reports potential compliance issues to direct manager. Model ethical appropriate behavior, professional standards, compliance, and personal integrity. Understands and complies with policies and procedures, applicable rules, regulations, etc.

3. Prepares and maintains exam rooms:

- Ensure daily cleaning and stocking of each exam room with necessary supplies as directed by Technician Manager.
- Maintains a clean, safe and orderly environment for patients, patient's family and clinical personnel. Includes, but not limited to: maintaining supplies, equipment and forms, notifying appropriate personnel when cleaning and repair of equipment is needed, following infection control policies, patient safety and facility safety.

4. Tech Calls:

- Provide telephone support regarding ocular emergencies, patient care questions, and pharmacy refills as directed by Technician Manager.

5. Team Work:

- Assumes responsibility for good working relationships, contributing to overall good morale, attitude and actions.
- Shows support in training less experienced technicians as directed by Technician Manager.

Education, Requirements, and Working Conditions:

1. High School diploma or equivalent
2. CPR Certified
3. Busy group practice with close working relations among doctors and staff.
4. Potential stressful environment due to busy nature of practice.
5. Very good communication skills necessary to communicate with patients, staff, office managers, and doctors.
6. Demonstrates computer literacy
7. Demonstrate physical competency of working on your feet for most of the day.
8. Demonstrates professional manner in work setting.
9. Follows MEC's dress code at all times while in clinic.
10. Follow Accountable Communication model as outlined by Medical Eye Center.