



## **JOB DESCRIPTION**

**POSITION:** Ophthalmic Technician

**DEPARTMENT:** Clinic

**REPORTS TO:** Practice Administrator

**DATE POSTED:** October 6, 2017

**JOB SUMMARY:** This individual is responsible for the accurate and timely processing of patients through the initial interview until their discharge from the clinic.

### **RESPONSIBILITIES:**

1. Patient work up appropriate to physician orders or office protocol
2. Ordering and performing appropriate diagnostic testing
3. Verifying patient eligibility for testing/treatment
4. Assisting in office procedures and minor surgeries
5. Scribing
6. Other duties as assigned from time to time

### **REQUIRED SKILLS:**

1. EMR experience required
2. Basic understanding of third party insurance and their requirements
3. Ability to perform ophthalmic diagnostic testing, including but not limited to: anterior and retinal OCT, Visual Fields, Fundus Photography, Topography, Pachymetry
4. Familiar with retinal and anterior laser procedures and intravitreal injection
5. Ability to work efficiently in a fast paced environment
6. Ability to travel to multiple office locations based upon a weekly schedule
7. Adhere to HIPAA and all other compliance guidelines
8. Certification desired but not necessary

### **ADDITIONAL INFORMATION:**

1. Shift: variable
2. Pay Rate: commensurate with experience. Paychecks are issued on the second and fourth Fridays of each month (24 paychecks annually).
3. Dress Code: medical scrubs