



## JOB DESCRIPTION

POSITION: Ophthalmic Technician

DEPARTMENT: Clinic

REPORTS TO: Practice Administrator

DATE POSTED: June 19, 2018

**JOB SUMMARY:** This individual is responsible for the accurate and timely processing of patients through the initial interview until their discharge from the clinic. Daily travel to one or more of five clinic locations is required.

### 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

TO APPLY: Please forward resume and cover letter to [careers@mooreeye.com](mailto:careers@mooreeye.com).