



JOB DESCRIPTION: OPHTHALMIC TECHNICIAN- ENTRY LEVEL

GENERAL SUMMARY OF DUTIES: Gathers pertinent medical information; performs visual screening and diagnostic testing prior to OD/MD visit with patient.

SUPERVISION RECEIVED: Back Office Supervisor and Back Office Manager.

SUPERVISION EXERCISED: Occasionally supervises new technician trainees as directed by the Back Office Manager(s).

TYPICAL PHYSICAL DEMANDS:

Requires prolonged standing, walking, some bending, stooping and stretching. Requires excellent communication skills. Must be able to express a caring attitude while performing the tasks required with accuracy and efficiency. Requires normal range of hearing and eye sight to perform necessary testing and reporting of findings.

EXAMPLE OF DUTIES:

(This list may not include all of the duties assigned)

- Greets patient and introduces self prior to eye exam.
- Explains to patient what patient should expect from technician's work up and from the MDs/ODs.
- Completes a detailed patient history which includes: past medical history, family medical history, medication history, and the chief complaint.
- Checks patient's uncorrected and/or corrected visual acuity for distance and near.
- Neutralizes eye glasses by either manual Lensometry or automated Lensometry.
- Performs Auto-Refractometry prior to MD or OD exam. (when indicated)
- Performs one or more of the following exams: Ishihara Color Vision, Stereo, W4D, Amsler, Confrontational Visual Fields (CVF), Extra Ocular Movements (EOMS), Motility and Titmus stereo testing (when indicated)
- Performs subjective refraction: cross cylinder technique.
- Performs Applanation or Tono Pen/Icare tonometry on patient.
- Performs angle assessment and pupil assessment prior to dilating patient as needed.
- Performs corneal Pachymetry (according to type of visit).
- Performs corneal Topography accurately and is able to troubleshoot poor readings or machine difficulties (appropriate according to type of visit).
- Knowledge of routinely used in-office surgical instruments, such as Wescott scissors, Jeweler's forceps, punctal dilators and lid specula.
- Is able to instruct patient on insertion and removal techniques for contact lenses.
- Performs any task as instructed by MD. (scribing, procedure prep, errands, etc)
- Ensures that patient's chart is put up for examination in a timely fashion after technician encounter.
- Responsible for care, maintenance and stocking of assigned room(s).
- Attend required staff and educational meetings as requested.
- Maintains strictest confidentiality of patient information (HIPAA)
- Technician related clerical duties as required (Rx refills, patient triage calls, scanning documents into EMA, etc)



- Must be willing to learn new tasks, procedure techniques and testing as needed.
- Participation in Research protocols as needed (if desired).
- Abides by the policies and procedures of the clinical department as outlined in the Personnel manual.
- After-hours on-call responsibilities as needed.

PERFORMANCE REQUIREMENTS:

Working knowledge of anatomy and physiology of the eye. Understands both the theory and the workings behind specific testing. Knowledge of systemic diseases and their impact on the eyes.

EXPERIENCE:

- Problem Solving Skills
- Medical Science (specifically of the eye)
- People/Interpersonal Skills
- Basic Computer Processing Knowledge
- Ability/Desire to Learn