



JOB TITLE: OPHTHALMIC IMAGING TECHNICIAN
FLSA STATUS: NON-EXEMPT
DEPARTMENT: CLINIC
REPORTS TO: OPHTHALMIC IMAGING LEAD

POSITION SUMMARY:

The *Ophthalmic Imaging Technician* position is responsible for the day to day imaging operations. This individual ensures patient and Physician satisfaction, adherence to policies, procedures, standards, and regulations. Provides "hands on" support to Physicians and ophthalmic technicians by performing patient testing and imaging.

ESSENTIAL FUNCTIONS - PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for Meaningful Use Guild lines insuring all guild lines are met.
- Strong knowledge of Imaging equipment and function.
- Meet the needs of patients and Physicians.
- Handles Physicians and patient challenges.
- Communicates daily goals and expectations to lead.
- Works with team members to increase patient satisfaction.
- Performs ongoing system audits to determine established standards are met.

QUALIFICATIONS & SKILLS:

- High school diploma or GED required.
- Basic Life Support Certification required.
- Minimum of 5 years of relevant experience and/or training, or equivalent combination of education and experience.
- Strong knowledge of clinical / medical practice operations. Ophthalmology practice experience preferred.
- Must be flexible and have the ability to multi task.
- Proficient in computers and relevant software applications and practice management technology.
- Knowledge of customer service principles and practices.
- Possession of strong problem solving skills and sound judgment.
- Ability to achieve team goals while demonstrating organizational values and utilizing resources responsibly.
- Ability to be proactive and take initiative.
- Exhibit high level of quality through attention to detail and monitoring of work.
- Ability to collaborate across departments and build effective relationships with internal and external customers to achieve goals.
- Possession of strong organizational skills.
- Excellent verbal and written communication, as well as, exceptional interpersonal communication skills.

- Ability to work independently on assigned tasks as well as to accept direction on given assignments.

PREFERRED EXPERIENCE:

- Prior clinical ophthalmic imaging experience in a medical office.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Work is performed in a clinic and office setting.
- Physical demands of position: must be able to stand and walk for long periods of time, must have manual dexterity to work with ophthalmic equipment, must be able to accurately type information into EMR system, must be able to have face to face conversation with patients and staff. Must be able to lift 25lbs.
- Must be able to maneuver patients in wheelchairs.

GENERAL SIGN OFF: The employee is expected to adhere to all company polices. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand this job description and recognize it may change to meet the needs of the business.

Signature: _____

Date: _____