



**JOB TITLE:** OPHTHALMIC TECHNICIAN  
**FLSA STATUS:** NON-EXEMPT  
**DEPARTMENT:** CLINIC  
**REPORTS TO:** CLINICAL COORDINATOR

**POSITION SUMMARY:**

The *Ophthalmic Technician* performs a range of duties which includes preparing the patient to see Attending Physician (preliminary exam, medical history, & testing), preparation of examination and treatment rooms, performing basic and routine vision screening examinations, administering eye medications, cleaning and maintaining ophthalmic instruments and assisting physicians during minor surgical and laser procedures.

**ESSENTIAL FUNCTIONS - PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides primary ophthalmic care to patients and act as clinical assistant to physician.
- Performs complete ophthalmic history and preliminary exams, sub-specialty tests (refraction, VF test, A-Scan Biometry (IOL master), Pachymetry, PAM evaluation, color testing, and contact lens evaluation).
- Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit. Accurately records all information in EMR system according to established standards and physician requirements.
- Checks condition of patients' eyes by observing pupils, muscle, visual acuity, extraocular movements, and blood pressure (if requested by Physician).
- Prepares patients for ophthalmology examination by dilating pupils, changes in visual acuity, elevated extraocular pressure, or blood pressure and communicating results to Attending Physician.
- Secures patient information and maintains patient confidence by completing and safeguarding medical records, completing diagnostic and procedure coding, and keeping patient information confidential.
- Counsels patients by transmitting physician's orders, use of drops, contact lenses, drugs, and answer questions about surgery and specialty imaging required/ordered.
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures along with complying with legal regulations.
- Keeps equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, and promptly reporting equipment issues.
- Process prescription refill requests.
- Performs set standard number of patient work-ups based on established times while maintaining quality of customer service.
- Maintains stock in exam room in accordance to standard inventory and Physician preferences.
- Maintains minor OR stock and all sterilization of instruments.
- Sets up and prep for minor OR procedures to include setting sterile tray and maintaining sterile field.
- Must be able to work at alternative Ross Eye Institute locations as needed.

**QUALIFICATIONS & SKILLS:**

- High school diploma or GED required.
- Basic Life Support Certification required.
- Minimum of 1 year of relevant experience and/or training, or equivalent combination of education and experience.
- Strong knowledge of medical office procedures.
- 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.
- Possession of strong organizational skills.
- Excellent verbal and written communication, as well as, exceptional interpersonal communication skills.
- Ability to collaborate across departments and build effective relationships with internal and external customers to achieve goals.
- Exhibit high level of quality through attention to detail and monitoring of work.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Deals with confidential information and/or issues using discretion and judgment.

**PREFERRED EXPERIENCE:**

- Prior Ophthalmic Technician experience in a private medical office.
- Customer service.

**SUPERVISION EXERCISED:**

- This position has no supervisory responsibilities.

**WORK ENVIROMENT & PHYSICAL DEMANDS:**

- Work is performed in a medical 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 and maneuver a patient if in a wheelchair, must be able to accurately type information into EMR system, and must be able to have face to face conversation with patients and staff.
- Must be able to lift 25lbs.

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: \_\_\_\_\_