**Ophthalmic Medical Technician Job Description**

**Department:** Clinic

**Reports to:** Clinic Manager

**Location:** 75% Travel

**Job summary:**

The medical technician helps patients, doctors, office employees, and other individuals. This individual is responsible for providing accurate documentation, examinations, and professionalism.

**Ophthalmic Technician Job Responsibilities and Duties**

·Triage patients and record consistent and accurate documentation of patient’s medical history

· Performing prescreening exams

· Checking vision and identifying chief complaints

· Tonometry & dilation

· Administering medications to patients in clinic and provide patient education

· Will be required to get detailed health information from patients and document health histories

· Various diagnostic tests (Fundus photos, OCT, Visual Fields), and may also include some advanced diagnostic testing

· Assist with maintaining an efficient clinic experience

· Assisting physicians with ophthalmic procedures

· Maintaining medical/surgical supplies

· Utilize EHR with all HIPAA standards

· Replicates proper phone etiquette

· Prepare examinations room and patient's medical record

· Understanding of basic healthcare terminology

**Job Requirements:**

· Ophthalmic experience is preferred, but not required.

· Technician experience is preferred, but not required.

· Medical office experience is preferred, but not required.

The following skills are required:

· Reliability is a top priority.

· Must be able to multi-task

· Possess high energy, have a positive & professional attitude

· Strong communication skills with a team player approach

· Critical time management skills

· Demonstrated ability to interact with healthcare professionals, patients, and insurance companies alike with poise and proper etiquette

· Adhere to ongoing training and education

· Demonstrate effectiveness showing courtesy, diligence, integrity, and teamwork

· Strong interpersonal skills (effective listening, clear communication, effective customer problem resolution, warm demeanor)

· Willing to train

**Physical Demands and Requirements:**

· Ability to stand and walk for long periods of time

· Ability to lift more than 30lbs

· Ability to converse with patients – speaking and hearing

· Frequent use of a computer terminal, keyboard, and mouse

· Manual dexterity to operate ophthalmic equipment

Notes:

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

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