

 VisionPoint EYE CENTER	Job Title: Ophthalmic Technician
	Department: Clinic
	Classification: Full-Time, Non-Exempt

Job Summary:

The Ophthalmic Technician is responsible for daily patient care and assisting with clinic flow. This includes performing preliminary exams, medical histories, and testing, preparing examination and treatment rooms, administering eye medications, and cleaning and maintaining exam rooms and ophthalmic equipment. In addition to the technical requirements of the position, the technician is also responsible for providing excellent patient experiences.

Duties/Responsibilities:

- Supports and implements VisionPoint's vision, mission, and values.
- Promptly and professionally assists the doctor in patient care.
- Accurately performs technical patient workups and special testing. Documents information accurately in the patient's electronic medical record. Communicates findings with the doctor.
- Performs testing required by type of exam, patient complaint, and history.
- Assists with patient education, processes doctor orders and transmits prescriptions.
- Accurately reads glasses prescription using auto-lensometer.
- Shares responsibility for maintaining patient flow.
- Cleans and stocks exam and testing rooms.
- Participates in eye care procedures, which may include minor surgery.
- Supports team members in providing quality care.
- Maintains patient confidentiality at all times.
- Cooperates and maintains communication with all departments.
- May be required to travel to a VisionPoint satellite location as needed.

Duties and responsibilities may be added, deleted, or changed at any time at the discretion of leadership, formally or informally, either verbally or in writing.

Required Skills/Abilities:

- Desire to serve others by listening and responding to needs and concerns. Strong knowledge of customer service principles and practices.
- Proficient in computers and electronic medical records.
- Ability to work independently with multiple tasks and shifting priorities.
- Aptitude and desire to continue professional growth through training and continuing education.
- Exceptional team player, willing to help team, and promotes positivity in the department.
- Takes pride and ownership in job responsibilities and understands the purpose of the position and practice.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Our purpose is to protect sight through excellent medical care, provide an extraordinary experience for each patient, and give compassionate care through a focused team. At VisionPoint we brighten the lives of our patients!

Education/Experience:

- High school diploma or equivalent required.
- Previous Ophthalmic Assistant experience with COA and COT certifications preferred, but we will provide specialized training and education.

Work Environment & Physical Demands

- Work is performed in a professional medical office setting.
- Must be able to stand and walk for long periods of time.
- Must be able to write and accurately and efficiently type information into EMR system.
- Must be able to hold arms at shoulder height.
- Must be able to communicate via phone and have face to face conversations with patients, staff, and doctors.
- Must have manual dexterity to work with ophthalmic equipment.

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