

Job Title:	Ophthalmic Technician	Job Status:	Non-Exempt
Reports To:	Clinical Services Coordinator	Pay Grade:	
Department:	Open	Department Code:	
Location:	Fresno, Clovis, Selma	Updated: 7/2015	

JOB SUMMARY:

Responsible for assisting the physician with patient care including obtaining history and chief complaint; assisting with biopsies and select surgical procedures. Other responsibilities include patient education on treatment plans and medication, surgery scheduling, nursing procedures such as suture removal, dressing changes, obtaining insurance authorizations for procedures and completion of pathology and lab requisition documents.

ESSENTIAL SKILLS AND ABILITIES:

1. Excellent communication skills.
2. Present a friendly, caring, manner which reflects positively on the practice and puts the patient at ease.
3. Knowledge of ocular terminology.
4. Present a professional atmosphere when counseling patients on procedures, pre-operative and post-operative care.
5. Good problem-solving and analytical skills.
6. Ability to work as a team member.
7. Well-organized with attention to detail.
8. Ability to manage multiple projects simultaneously.
9. Empathetic with patient needs and concerns.
10. Ability to work well with physicians, anticipating their needs in regard to patient treatment.
11. Ability to obtain patient records (i.e. EKG's, lab results, H&P's, etc.)
12. Ability to write medical prescriptions.
13. Ability to scribe for the physician.
14. Ability to schedule surgery for a patient.
15. Basic digital photography skills, including basic use of digital camera to obtain pre and post operative photos of patient. Must also be able to download and catalogue digital images efficiently and correctly to the computer network.

RESPONSIBILITIES:

- Escorts patients to exam rooms in order of appointment times. Obtains history as required by patient's chief complaint. Obtains or updates medication list if necessary. Obtains photographs of the patient based on their chief complaint. Sets up exam room according to scheduled procedure or anticipate physician needs if non-scheduled procedure is likely.
- Assists physician with biopsies and surgical procedures such as excisions, I&D's, injections and other minor surgeries or treatments.

- Educates patient as required after physician establishes the treatment plan, understand their responsibility, understands the proper use of their medication, and understands their responsibility for compliance with the treatment plan prior to leaving the office.
- Straightens and cleans exam rooms after patient visits.
- Performs nursing procedures such as suture removal under direct physician supervision.
- Completely and correctly fills out all required pathology and laboratory requisition documents for patients as required by physician.
- Stocks all exam rooms.
- Performs all duties related to medical instrument cleaning and sterilization.
- Correctly summarize and document what the physician says during examination, including, but not limited to proper charting of the exam, documenting additions to the chief complaint, assessment and recommendation for treatment (including justification of decisions reached when appropriate).
- Orders supplies as needed to avoid shortages.
- Answer questions the patient may have regarding surgery and explain fees to be paid for the surgery, including professional fees as well as facility and anesthesia fees, if applicable.
- Be an effective liaison between patient, surgeons, primary care physician, other specialists and the surgical facility in all aspects of pre-operative preparations.
- At the time of scheduling, make a clear explanation of the need to physical exams, lab testing, EKG and any other pre-operative tests as determined by the surgeon and/or anesthesia provider. Review the informed consent form and answer any questions the patient may have.
- Prepare the patient order for surgery; gather all necessary patient information to send to insurance for pre-authorization (when applicable).
- Gather all pre-operative testing results (and check for abnormalities), as well as insurance authorization. Send chart to surgical facility the week prior to surgery.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent required. Minimum of 2 years technician or medical assistant experience. Current and valid BLS and CPR certification required.

LANGUAGE and COMMUNICATION SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Bilingual a plus.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Form Number: HR 455.1	Revision: A	Effective Date: 3/5/2015
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 3/5/2015
Document Author: Human Resources		

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and talk or hear. The employee frequently is required to walk and reach with hands and arms. Ability to lift up to 25 pounds.

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the position description and have read and understand the contents.

Employee Name (Please Print)

Employee Signature

Date

Form Number: HR 455.1	Revision: A	Effective Date: 3/5/2015
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 3/5/2015
Document Author: Human Resources		