



Ophthalmic Assistant

Department: Clinic

Reports to: Clinic Manager

FLSA Status: Non-Exempt /Hourly

Revision Date: 10/26/17

Summary:

This position performs several duties including preparing patients for the physician for a variety of appointment types. This position requires a significant amount of multitasking and the ability to prioritize tasks appropriately. A team mentality with a willingness to help whenever needed is a must.

Minimum qualifications:

High School Diploma/GED equivalent. Excellent communication skills. Experience as Ophthalmology Assistant preferred but not required. Adequate spelling skills required. Medical Terminology a plus.

Knowledge, Skills, and Abilities Required:

- Intricate understanding of the eye
- Ability to interact with patients/coworkers in a friendly and professional manner
- Self-motivated with the ability to work well as a team player
- Ability to multitask in a fast-paced environment and prioritize tasks based on importance
- Excellent communication and problem-solving skills
- Detail orientated

Duties and Responsibilities:

- Obtain patient history to include chief complaint, history of present illness, past history (ocular and general), family history (ocular and general), and history of allergies and medications
- Neutralizing glasses prescriptions
- Accurately record visual acuity
- Able to perform lensometry, refractometry, applanation tonometry (tonopen included), basic muscle balance testing, assess pupils and anterior chamber, confrontation visual fields, stereo and color vision evaluation and gross external exam
- Administer and document accurately certain diagnostic tests, including but not limited to: OCT, visual fields, topography
- Administer topical ophthalmic or oral medications as directed by the physician
- Preparing patients for injections, including ensuring patient has necessary paperwork completed for patient assistance and verifying insurance coverage
- Assist with minor surgeries, (including making sure proper consent form is obtained), setting up and cleaning instruments

- Scribe while physician examines patient, accurately entering information into paper chart or electronic medical records.
- Ability to schedule outside testing/lab work and referrals to other physicians
- Sterilization of instruments
- Cleaning, stocking, opening/closing of exam rooms
- Telephone triage
- Electronically prescribing medications as directed by the physician.
- Assist with patient education.
- Maintain a smooth flow of patients to the physician
- Proper handling of protected health information
- Checking calibration of equipment and problem solve equipment issues
- Other duties assigned

Safety:

North Idaho Eye Institute enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions and providing feedback to supervisors and management on all safety issues.

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

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is typically performed in an interior clinical office setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries and emotional states of mind.

Acknowledgement:

I have received, read and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature

Date

Employee Name – Please Print