

THE DOCTORS CLINIC

Excellence in Patient Care

JOB TITLE: Ophthalmology/Optometry Assistant
REPORTS TO: Clinic Manager
FLSA STATUS: Non-exempt
JOB OVERVIEW: Assist the ophthalmologist/optometrist with diagnostic and treatment-oriented procedures and administrative tasks.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Coordinate scheduling of patient appointments and surgeries.
2. Interview patients and document ocular and medical histories.
3. Perform a variety of routine tests using ophthalmic instruments that provide diagnostic information including, but not limited to, intraocular pressures, basic motility, visual fields, PAM and BAT tests, GDX, A-Scan ultrasonography and fundus photography.
4. Assist the physician during diagnostic and minor surgical procedures, including instrumentation, sterile preparations and documentation.
5. Administer topical medications or diagnostic drugs as required by the provider for testing or treatment.
6. Prepare and position patient for diagnostic tests and procedures.
7. Perform contact lens dispensing, fitting and cleaning.
8. Maintain contact lens inventory and sales.
9. Assist the physician with patient education pertaining to the treatment prescribed.
10. Maintain confidentiality of sensitive information.
11. Record patient charges for billing department.

ADDITIONAL RESPONSIBILITIES:

1. Prepare procedure and exam rooms; inventory equipment and supplies; replenish supplies and equipment.
2. Perform basic triage per specific office protocol procedures.
3. Maintain professional appearance and personal conduct at all times.
4. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
5. Work as a team member within the ophthalmology department and all other departments.
6. Effectively cope with typical job stress.
7. Document work processes as required.
8. Perform other duties as assigned.

QUALIFICATIONS:

Education:

1. High school diploma or equivalent with experience in an ophthalmology or optometry setting and willing to train as an Ophthalmology Assistant; OR
2. Medical Assistant who is a graduate of an accredited Medical Assistant program willing to train as an Ophthalmology/Optometry Assistant; OR
3. High school diploma or equivalent plus successful completion of a JRCOMP (Joint Review Committee for Ophthalmic Medical Personnel) approved program for Ophthalmology Assistants plus a minimum of one year of satisfactory, full-time work experience under ophthalmologist

supervision, including training in all skills listed in professional criteria. Equivalency criteria may be substituted as described in the JCAHPO – Blue Book.

Certification/Licensure: CPR certification for *Health Care Providers*.

Experience: 3 months experience in an ophthalmology/optometry setting preferred.

Skills:

1. Knowledge of ocular diseases and systemic diseases affecting the eye.
2. Ability to accurately perform refractions, lensometry, keratometry, tonometry, visual fields, GDX and pupillary testing.
3. Knowledge of ultrasound and visual field machines.
4. Knowledge of basic eye care and hygienic methods and practices involving the treatment of the eye.
5. Strong organizational and interpersonal skills including the ability to manager interactions with difficult people.
6. Knowledge of medical and vision insurance plans.
7. Knowledge of CPT & ICD-9 coding procedures.
8. Knowledge of medical terminology.

Other Requirements:

1. Maintain current CPR.
2. Ability to multi-task efficiently and effectively.
3. Must be able to act calmly and effectively in a busy or stressful situation.
4. Ability to communicate effectively in the English language in person, by phone and in writing.
5. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
6. Must be able to establish and maintain effective working relationships with patients, medical staff, management and peers.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Requires normal color vision and depth perception. Requires visual acuity correctable to 20/20. Must be able to read information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Ophthalmology Assistant job description and understand the functions and objectives of the position.

Employee Signature: _____ Date: _____

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER

Last update: 12/2012