

V&IOVISSM

JOB DESCRIPTION FORM

Job Title: Optometric Technician I	Reports to: Optometry Clinical/Administrative Team Lead
Department: Optometry	Location: Vision Center - Baltej
Job Grade: C-1	Date of Last Review: August 27, 2018

Job Summary:

Reports directly to the Optometry Clinical/Administrative Team Lead. Able to process patient information through the computer system and maintain appointment schedules for an efficient patient flow for each provider. And responsible for conducting pre-testing and special testing for the following equipment and instruments:

- Pre-testing I – auto refraction, lensometry, tonometry and topography.
- Pre-testing II – preliminary case history including current medical conditions. Ability to conduct visual acuities, color vision screening, dial in Phoropter and eye drop instillation.
- Diagnostic testing – Visual field, Optec vision screener, OCT (Optical Coherence Tomography), Fundus photography. Also responsible for processing patient's information through the computer system and helps maintain the operations of the reception electronic records and examination room area.

I. Essential Duties and Responsibilities:

1. Processes patient's information through the computer system and helps maintain the operation of the reception electronic records and examination room area.
2. Retrieves patient records from other clinics to ensure complete information on file before appointment date.
3. Manages continuous patient flow by effectively communicating with team members and providers.
4. Prepares referrals, work and/or school excuse letters, prepare prescriptions for providers to sign and staff consult letters to primary care and specialty care providers.
5. Conducts inventory of supplies and stock examination rooms. Verifies and maintains stock level and recommends disposal for all expired supply items.
6. Disinfects and wipes down all equipment and instruments before and after use.
7. Conducts pre-testing and special testing for the following equipment and instruments:
 - 7.1. Pre-testing I – auto refraction, lensometry, tonometry and topography.
 - Pre-testing II – preliminary case history including current medical conditions. Ability to conduct visual acuities, color vision screening, dial in Phoropter and eye drop instillation.
 - 7.2. Diagnostic testing – Visual field, Optec vision screener, OCT (Optical Coherence Tomography), Fundus photography.
8. Performs screening for Occupational Health Services.
9. Rotation of duties from exam area to front check in/check out, knowledge of insurance coverages.

10. Performs other duties that may be assigned from time to time such as Optical duties (inventory of trial contact lenses, ordering and stocking inventory items, process invoices, contact patient(s) for pick up and any other assigned duties.

II. Experience & Specifications:

1. High School Graduate – certification is not required
2. Minimum of 1 year experience with impressive track record in conducting pre-testing and special testing for the following equipment and instruments 1) Pre-testing I – auto refraction, lensometry, tonometry and topography. 2) Pre-testing II – preliminary case history including current medical conditions. Conduct visual acuities, color vision screening, dial in Phoropter and eye drop instillation Visual acuities. 3) Diagnostic testing – Visual field, Optec vision screener, OCT (Optical Coherence Tomography), Fundus photography.
3. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
5. Outstanding oral and written communication skills.
6. Strong ethics and a high level of personal and professional integrity.
7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
8. Computer literate and very highly proficient in using MS office programs.

Work Environment:

Work environment characteristics 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 exposed to lights, most often dim lighting, office equipment such as computer and computer monitors, faxes, scanner, labeler, printer, etc. in a clinical setting. The noise level in the work environment is usually low.