



OPHTHALMIC TECHNICIAN

Certified Ophthalmic Assistant (COA), also known as "Technician", assist Eye Doctors in providing medical eye care to patients of all ages. Technicians are usually the first impression of an Eye Doctors Office.

DUTIES

- Greet patients and escort patients to the exam room.
- Work directly with patients to obtain patient medical histories.
- Work directly with patients to administer diagnostic tests.
- Work directly with patients to measure and record vision.
- Work directly with patients to test eye muscle function.
- Work with patients to provide contact lens education.
- Work directly with patients to administer eye medications.
- Work directly with patients to maintain optical and surgical instruments.
- Assist Eye Doctors with minor procedures.
- Assist Eye Doctors with lasers.
- Work directly with patients to perform visual fields.
- Work directly with patients to tonometry.
- Work directly with patients to external photography.
- Work directly with patients to fundus photography.
- Works directly with patients to obtain inter ocular lens calculations for surgery.
- Assist Opticians with calling patients to pick up eyewear and contact lenses.
- Answers telephone and patient inquiries.
- Call optical patients to arrange pick-up of items ordered.
- Keeps accurate records of all patient information.
- May perform other related duties.

In summary, Technicians provide the necessary support so that Eye Doctors can provide comprehensive medical and routine eye exams and provide the latest medical and surgical treatments for eye diseases.

EDUCATIONAL BACKGROUND OR TRAINING TO DO THE JOB

- Certification preferred.
- Complete understanding of the admitting, screening, and appointment taking procedures of the clinic.
- Must have the ability to meet the public in a dignified manner and to assist the patient in any possible way.
- Must have the ability to communicate effectively, both orally and in written communications.
- Must be able to withhold ridicule and criticism of patient's actions and withstand patient complaints.
- Needs to have the ability to maintain an open and effective working relationship with other employees.
- Must have a pleasant personality and telephone speaking, voice.
- Ability to properly perform equipment such as a keratometer, lensometer, and other diagnostic equipment.
- Ability to act independently.
- Ability to use slit lamp and diagnose problems for referral to the physician.
- Ability to interact with patients, other employees and physicians.
- Need pleasant, courteous and responsible person.
- Should have good organizational skills.
- Previous experience preferred.