

Job Description- Optometric Technician

Prepare patients before an examination by gathering medical history information, explaining the exam process and administering tests to determine the visual capabilities of a patient. The technician continues to work with patient and doctor by entering all information into the computer while doctor is performing exam. Technicians must have knowledge of common medical conditions to communicate with patients as well as training for special testing that we offer. Attention to detail is needed. Job responsibilities at times will also include front desk reception, patient scheduling, insurance verification, taking payments.

- Auto refraction, lensometry, tonometry and topography.
Preliminary case history including current medical conditions. Visual acuities, color vision and drop instillation
- Perform wide variety of pretesting for patients and record result in computer in a consistent manner.
- Staying during the exam and recording all exam information in computer. (scribing)
- Special testing, which will include visual fields, fundus photography, slit lamp photography, OCT, pachymetry as well as others.
- Assist with contact lens fitting, and patient instruction
- Handles a large amount of work on a daily basis as well as serves patients and optometrist
- Prepares referrals and prior authorizations, work and/or school excuse letter, co management as well as other needed forms of communication.
- Monitor inventory within exam rooms as well as expired medications
- Cleaning machines after patient use, calibrating machines and instruments, readying them to perform testing.
- Train new employees in technician position
- Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations.