

**POSITION:** Optometric Assistant

**DEPARTMENT:** Clinic

**REPORTS TO:** Lead Optometric Technician

**JOB SUMMARY:**

The Optometric Assistant is responsible for patient care through initial diagnostic testing, health histories, appropriate charting and managing the doctor's work flow throughout the day. This includes working with all team members including front desk and optical to ensure proper patient care and assisting any technician or other doctors as needed. In addition, a clinical assistant should work with their department, doctors and Lead to ensure the highest level of patient care and accuracy through use of Best Practices and process improvements.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent.
2. Medical training or background preferred.
3. Computer experience.
4. Pleasant personality and disposition.
5. Desire to continue education through the Paraoptometric program.

**ESSENTIAL SKILLS AND ABILITIES:**

1. Exceptional communication and interpersonal skills
2. Personable and empathetic with patient's needs and concerns
3. Knowledge of medical and ophthalmic terminology.
4. Ability to write eyeglasses and medical prescriptions.
5. Team oriented and ability to work as a team member and leader.
6. Well organized and attention to detail, problem solver.
7. Knowledge of all principles of refraction and optics.
8. Knowledge of contact lenses

**RESPONSIBILITIES:**

**1. Responsibilities**

- Ensure proper charting and documentation; correctly document all information gathered from patient and pre-tests. Prepare patient for tests as needed, and make sure that doctor has all necessary pre-testing done and equipment as needed.
- Perform accurate and consistent documentation and measurement tasks to include measuring and recording of Autorefractor, Keratometer, Corneal topography, Tonometer (either the NCT or Tiolat), Automatic Lensometer, Retinal Camera, Corneal Spectrometer, and other equipment used in pre-test.
- Assist in the performance of complex clinical procedures requiring special assistance.
- Prepare patient's charts for appointments.

- Determine which patients should be taken from the waiting room according to schedule and appointment template. Escort patients from waiting room to the clinic.
- Responsible for making sure clinical exam rooms have adequate and appropriate supplies, and ensuring that clinical equipment is in good working order.
- Clean and restock pre-test and exam rooms between patients; clean the equipment in front of the patients to ensure cleanliness for each patient.
- Check calibration of equipment and make adjustments or contact the head technician, as necessary
- Perform other duties, as required.

## **2. Communication and Patient Care**

- Create a warm and personalized experience for each and every patient. Create an environment that will WOW our patients.
- Acquaint all new patients with the office procedures to which they will be exposed. Inform patients of the purpose of all tests personally performed and how they will be affected during the tests.
- 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.
- Perform blood pressure and ocular pressure testing
- Fill-out appropriate forms and distribute appropriate literature.
- Communicate with other staff members in a clear and concise manner.
- Communicate with other ophthalmic assistants to facilitate proper patient flow.