

Houser Newman – Technician Position

Education: High School graduate; Graduate of an approved ophthalmic assistant program preferred, but not required. We will train the right candidate.

Experience: Ophthalmic assisting experience preferred, but not required.

License/Registration/Certification: None required, COA/COT preferred.

Contacts: Patients, staff, physicians, family members.

DEMONSTRATES EXPERTISE IN THE EXECUTION OF THE DUTIES AND RESPONSIBILITIES OF A TECHNICIAN

Has the ability to copy, fax, scan, and email by using the office equipment provided.

Answer the telephone in a prompt manner and maintain a professional manner while on the telephone.

Remains courteous while interacting with patients.

Maintains patient privacy with confidential information and protects computer screen or other information from other patient's view.

Records patient medical & surgical histories and enters accurately into the EHR.

Records patient medications in the EHR.

Records chief complaint according to the physician requirements and documents appropriately per the physician and EHR requirements.

Ensure all CQM measures are met.

Collects visual acuity measurements and enters accurately into EHR.

Performs intraocular pressure and enters information accurately into EHR.

Performs pachymetry and enters information accurately into EHR.

Performs B-scans and enters information accurately into EHR.

Performs A-scans and enters information accurately into EHR.

Preparing A-scan charts accurately and in a timely manner.

A-scan talks – scheduling surgery, getting consent signed, and sending Rx.

Gives instructions to patients regarding administration of drops and eye care.

Sends Rx to pharmacy accurately.

Properly writes Rx with appropriate information included on written script.

Applies drops to anesthetize, dilate, or medicate the eyes.

Performs Visual Fields and enters information accurately into EHR.

Performs Fundus photos and enters information accurately into EHR.

Performs Disc photos and enters information accurately into EHR.

Performs FA angiogram and enters information accurately into EHR.

Performs OCT of the macula and enters information accurately into EHR.

Performs OCT of the optic nerve and enters information accurately into EHR.

Performs Auto Refractions and enters information accurately into EHR.

Performs Color Plates and enters information accurately into EHR.

Performs Amsler Grid and enters information accurately into EHR.

Performs Lensometry and enters information accurately into EHR.

Performs Keratometry and enters information accurately into EHR.
Ability to work-up a patient in a timely manner while maintaining accuracy.
Accurately documents physician's transcription into the EHR.
Selects the correct diagnosis and plan according to the physician's exam.
Selects the correct patient education according to the current diagnosis.
Completes provider communication for all referred or DM patients.
Selects the correct billing codes to accurately reflect the visit.
Generates chart note.
Follows MD/optoms orders accurately.
Completes all inboxes (EHR/paper).
Ensures the Rx line is completed throughout the day.

INTERPERSONAL RELATIONSHIPS

Demonstrates a good rapport and cooperative relationship with ALL members of the team as observed.
Acts as a team player with ALL co-workers.
Demonstrates the ability to adapt to changes in the workload as assigned by management.
Assists other staff members with completion of routine duties.
Takes the initiative to seek out tasks that need to be completed within the office.
Assists with the orientation of new personnel as assigned.
Maintains confidentiality of all patient information; respects the patient's privacy as observed.
Manages conflict and frustration in a positive and constructive manner as observed.

Job Type: Full-time

Pay: From \$17.00 per hour

Expected hours: 32 - 40 per week

| | | | |
|-----------|------------------|------------------|-------------------|
| Benefits: | 401(k) | Dental insurance | Employee discount |
| | Health insurance | Paid time off | Vision insurance |

Schedule:

- 8 hour shifts, Monday to Friday

Application Question(s):

- Are you willing to travel to all 3 of our locations: Tamaqua, Palmerton, and Nesquehoning?
- Are there any days or times during the week (Monday to Friday) that you cannot work?

Education: High school or equivalent (Preferred)

Experience: Ophthalmology: 1 year (Preferred)

Ophthalmic Technicians & Assistants: 1 year (Preferred)