



Job Description

Optometric Technician

Job title

Optometric Technician

Reports to Clinical Manager

Summary of Responsibilities

To perform the dispensing, fitting, cleaning, and adjusting of contact lenses, or assisting doctors with those procedures and maintain the contact lens inventories. Responsible for daily patient care and patient flow. Position requires good understanding of optometric practice and patient care. Knowledge of medical instrumentation and its proper care and usage needed. Ability to assess common safety hazards and take precautions to establish a safe work environment required. Ability to communicate with patients, co-workers and supervisor is critical. Must be willing to help in all areas and understand the need for efficient use of time.

List of Responsibilities/Duties

- Fit, dispense, clean, and sterilize contact lenses.
- Instruct patients on insertion, removal and care of contact lenses.
- Maintain and manage inventory of contact lenses and other necessary items.
- Keep records of contact lenses dispensed and received in order to review bills or approve payments to vendors.
- Conduct periodic inventories of contact lens stock.
- Review patient encounter forms in order to ensure the proper charges and total charge matches the current package price.
- Schedule appointments, take payments, set up and file patient records.
- Use of an EHR.
- Promptly and professionally assist the doctor(s) in patient care.
- Perform technical workups, patient histories and special testing.
- Communicate with patients regarding follow-up care, procedures, changes in schedule, symptoms, etc.
- Maintain and clean all equipment used. Report to supervisor if not in working condition.
- Return phone calls to patients, vendors and pharmacies in a timely manner.
- Efficiently and accurately interview patients and document histories.
- Accurately perform:
 - Over Refractions
 - Lensometry
 - Keratometry
 - Tonometry
 - Visual Fields
 - Amslers
 - PAM's

- GDx/OCT's
- Topography
- BAT's
- Fundus Photos
- Scribe readily when doctor desires.
- Ability to efficiently manage patient flow on a doctor's schedule.
- Other duties as assigned by management.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Minimum Education Requirements

- An Associate's degree from a recognized program of optometric technology or an equivalent combination of education and experience. Certified Contact Lens Technician is preferred.

Minimum Background Requirements

- Two years of experience as an optometric technician or working with contact lenses in a doctor's office is necessary.
- Basic knowledge of ocular anatomy.

Minimum Demonstrated Skills

- Demonstrated leadership and organizational skills.
- Demonstrated excellence in communications skills.
- Demonstrated ability to effectively convey ideas and information.
- Creative idea-generating individual with excellent follow through abilities.
- Demonstrated ability to work cooperatively with others.

The American with Disabilities Act requires that reasonable accommodations be made for qualified individuals to help perform the required duties and tasks of the position. Please let us know at the time you apply for a position if you will need any special accommodations.

I have read and understand my job description.

(Employee)

(Date)