CAREER OPPORTUNITY
Ophthalmic Technician - Retina

EYE-Q Vision Care, a large successful Central California Ophthalmology practice seeks a Part Time Ophthalmic Technician - Retina for a unique and rewarding position.

ABOUT THE POSITION
It is the primary job of the Ophthalmic Technician - Retina to perform medical assisting and data collection as delegated by the doctor to allow for proper professional diagnosis of patients' conditions.

DUTIES AND RESPONSIBILITIES
- Communication & Patient Responsibilities:
  - Acquaint patients with office procedures.
  - Inform patients of the purpose of tests and how patient will be affected during the tests.
  - Obtain patient history
  - Perform accurate and consistent documentation and measurement tasks.
  - Perform duties consistent with ophthalmic writer/scribe.
  - Correctly summarize and document what the physician says during an examination, including but not limited to, proper charting of the examination: documenting additions to the chief complaint, assessment and recommendations for treatment (including justification of decisions reached when appropriate).
  - Assist physician with laser procedures.
  - Provide patient home care instructions and counseling.
  - Take patient blood pressure as necessary.
  - Clarify pre- and post-op instructions with patient.
  - Perform other tasks as assigned.
  - Keep exposed lenses, mirrors, and prisms clean.
  - Maintain sanitary conditions in exam and procedure rooms.
  - Maintain back up levels of stock in exam and procedure rooms.
  - Maintain par levels of replacement inventory.
  - May notify pharmaceutical representatives when sample levels drop below par levels.
  - Determine which patients should be taken next from the waiting room to have treatment initiated.
  - Following work-up, advise patients of who will see them next and make patients comfortable during their wait. Maintain a smooth flow of patients to the physician.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); some college preferred; six months to one year related experience and/or technical school training; or equivalent combination of education and experience. Valid CPR Certification. May be certified at the assistant or technician level through JCAHPO.
ESSENTIAL SKILLS AND ABILITIES
Strong communication and interpersonal skills. Must possess strong analytical skills. Must be well-organized with attention to detail. Ability to work as a team member. Demonstrated computer literacy in Microsoft Office and NextGen. Demonstrated ability to perform comprehensive work-ups on at least 4 patients per hour.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Bilingual preferred.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and talk or hear. The employee frequently is required to walk and reach with hands and arms.

TO APPLY
Prospective candidates should e-mail their cover letter and resume to jobline@eyeqvc.com. Please visit our website at www.eyeqvc.com. We offer a competitive salary.

We are proud to be an EEO employer.