

- **Optometric Technician**

- **Primary Responsibilities:**

- Required to be available M-F any scheduled hours from 7:30am-6p
 - Technician does not work this full time but will need flexibility to cover the schedule.
- Rotation between both locations (Shawnee and Tecumseh)
- Adhere to schedule, monitoring patient activity to ensure smooth flow and timely visits.
- Alert patient/doctor to any delays in schedule.
- Contact all patients who have not arrived by the appointment time to reschedule.
- Provide a friendly greeting to patients.
- Obtain patient history
- Verify patient demographic and insurance information.
- Perform diagnostics not limited to (Visual Acuities, Tonometry, automated Blood Pressure), and perform accurate and consistent documentation in EHR (electronic health records).
- Perform and explain the benefit of the Optomap diagnostic procedure to patients.
- Assisting doctors during examinations.
- Maintain a professional atmosphere and appearance of the doctor's exam lane and pre-test room.
- Maintain supplies and cleanliness of exam and testing rooms and equipment.
- Ensure equipment (both Doctors and pre-test) is properly maintained.
- Perform contact lens insertion and removal training.
- Perform Digital Retinal Imaging, OCT Scans, and Visual Field Testing
- Assist doctors in completing charting.
- Obtain patient information over a phone or in person then perform accurate and consistent documentation in EHR (electronic health records).
- Answering phones, scheduling appointments, directing calls within office
- Faxing records/specialty exam forms to primary care doctors
- Order and maintain supplies and pharmaceuticals needed by doctors.
- Participate in regularly scheduled mandatory communication meetings to keep informed of changes in office.
- Complete online training courses within 90 days of start date
- Obtain CPO certification within 1st year of employment
- Daily office cleaning tasks
- Completion of Technician task list, i.e any tasks assigned within the shared google drive document within the specified time
- Technician is expected to stay focused on work tasks at all times, should strive to stay busy consistently
- Will participate in helping other areas of the office in down time or when doctors are not in office.