

**RETINA SPECIALISTS OF ALABAMA  
JOB DESCRIPTION**

**JOB TITLE: Clinic Technician**

**REPORTS TO: Practice Manager/Physician**

**FLSA STATUS: Non-exempt**

**JOB OVERVIEW: Assist the physician with diagnostic and treatment-oriented procedures**

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Assist in coordination of scheduling of patient appointments and surgeries.
2. Interview patients and document ocular and medical histories.
3. Perform a variety of routine tests using ophthalmic instruments that provide diagnostic information including, but not limited to, intraocular pressures, basic motility, visual fields, ultrasonography and fundus photography.
4. Assist the physician during diagnostic and minor surgical procedures, including instrumentation, sterile preparations and documentation.
5. Administer topical medications or diagnostic drugs as required by the provider for testing or treatment.
6. Prepare and position patient for diagnostic tests and procedures.
7. Assist the physician with patient education pertaining to the treatment prescribed.
8. Maintain confidentiality of sensitive information.
9. Comply with OSHA and Infection Control related policies and procedures.
10. Document accurate information in the medical record.
11. Record patient charges for billing department.

**ADDITIONAL RESPONSIBILITIES:**

1. Prepare procedure and exam rooms; inventory equipment and supplies; replenish supplies and equipment.
2. Perform basic triage per specific office protocol procedures.
3. Maintain professional appearance and personal conduct at all times.
4. Adhere to employer work practices as described in RSA handbook/procedure manual.
5. Work as an effective team member.
6. Effectively cope with job situations.
7. Perform other duties as assigned.

**QUALIFICATIONS:**

Education/Experience: Required

1. High school diploma or equivalent with experience in an ophthalmology setting and willing to train as an Ophthalmology Assistant; OR
2. Medical Assistant who is a graduate of an accredited Medical Assistant program willing to train as an Ophthalmology Assistant; OR
3. Preferred: High school diploma or equivalent plus a minimum of one year of direct health care clinical experience or successful completion of a JRCOMP (Joint Review Committee for Ophthalmic Medical Personnel) approved program for Ophthalmology Assistants plus a minimum of one year of satisfactory, full-time work experience under ophthalmologic supervision.

## **PHYSICAL DEMANDS**

- Stand or Sit – Must be able to remain in a stationary position (standing or sitting) 100% of the time.
- Walk - Must be able to freely move about the clinic in order to access patient rooms, equipment, charts, etc.
- Use of hands/fingers - Consistently operates a computer keyboard in order to enter patient information.
- Stoop/kneel/crouch – Occasionally must position self to obtain stored equipment.
- Talk/hear – Frequently communicates with co-workers and patients regarding patient care. Must be able to exchange accurate information.
- Carry/lift – Occasional must lift supplies/equipment up to 50 pounds.

This job description reflects management assignment of essential functions; it does not prescribe or restrict the total tasks that may be assigned.

Updated: 5/22/19