



Ophthalmic Medical Technician

Summary:

The ophthalmic technician position is a great opportunity to work directly with patients and physicians in delivering care to our patients. Our technicians report high levels of satisfaction with their roles because they help save people's sight each day. This role gathers information from patients, takes images, notate information into patient charts, and helps set up exams and treatments - and much more. We will train the right candidates. Come grow with us at Retina Consultants of Charleston! At Retina Consultants of Charleston, we welcome dedicated and talented healthcare professionals to become part of our team. We value your skill and experience, and together, we can provide outstanding, compassionate care to our patients.

Job Responsibilities and Duties

- Triage patients and record consistent and accurate documentation of patient's medical history
- Performing prescreening exams
- Checking vision and identifying chief complaints
- Tonometry & dilation
- Administering medications to patients in clinic and provide patient education
- Will be required to get detailed health information from patients and document health histories
- Various diagnostic tests (Fundus photos, OCT, Visual Fields), and may also include some advanced diagnostic testing
- Assist with maintaining an efficient clinic experience
- Assisting physicians with ophthalmic procedures
- Maintaining medical/surgical supplies
- Utilize EHR with all HIPAA standards
- Prepare examinations room and patient's medical record
- Understanding of basic healthcare terminology
- Driving a company provided vehicle which may hold employees and office equipment
- Managing incoming phone calls and documenting communications within patient platforms such as NexTech, Pressia On-Call, or other relevant sources.

Job Requirements, Skills, and Qualifications:

- Reliability is a top priority.
- Being in-person and punctual
- Ability to master ophthalmology and retina terminology with a basic understanding of healthcare terminology.
- Must be able to multi-task.
- Possess high energy, have a positive & professional attitude.
- Strong communication skills with a team player approach.



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- Critical time management skills
- Demonstrated ability to interact with healthcare professionals, patients, and insurance companies alike with poise and proper etiquette.
- Adhere to ongoing training and education
- Demonstrate effectiveness showing courtesy, diligence, integrity, and teamwork
- Strong interpersonal skills (effective listening, clear communication, effective customer problem resolution, warm demeanor)
- Willing to train
- Ability to lift more than 30lbs
- Ability to converse with patients – speaking and hearing
- Frequent use of a computer terminal, keyboard, and mouse
- Manual dexterity to operate ophthalmic equipment

Details:

- Travel within 120 miles is required (company-provided transportation, days trips only), which can mean early mornings and long days.
- Benefits: Paid Time Off + Holidays, Medical Insurance, Vision, Dental, 401K, Life Insurance, Company provided scrubs.
- Schedule varies depending on assigned role and/or assigned physician.
- Other functions may be assigned, and management retains the right to add or change the duties at any time.