

**DESCRIPTION:**

Lifestyle Eye Center is seeking a full time Certified Ophthalmic Technician to join our exciting, team orientated Ophthalmology Clinic. Lifestyle Eye Center provides an exceptional work life balance with no weekends or holidays worked. This position provides the opportunity to work in a fast-paced, diverse, and rewarding environment.

**JOB SUMMARY:**

Responsible for assisting the Ophthalmologist or Optometrist in providing office-based patient care and performing ophthalmic clinical duties as directed including various testing, instilling medications, order processing, and documentation in the electronic medical record. Independently performs certain patient testing within scope of practice.

**ESSENTIAL FUNCTIONS:**

- Room patients; obtain ocular, medical and family history; instruct patients regarding medications, tests and procedures; coordinate patient flow; and update patient's electronic medical record.
- Perform testing as required and/or directed including measurement of visual acuity, visual fields, extraocular motions, intraocular pressure by applanation tonometry, and pinhole acuity; measure, compare and test pupils; and refraction as necessary.
- Record data as testing is performed and for physician during visit as scribe in the electronic medical record. Enter and process referrals and authorizations in the electronic medical record.
- Independently perform intraocular pressure, visual field and visual acuity testing.
- Prepare exam rooms. Room stocking, maintaining inventory of supplies.
- Educate patient on surgical procedures as appropriate/required.
- Perform dictation/faxing/phone calls and other related clerical tasks.
- Process all associated coding, documentation, charting and referrals.
- Sterile processing of surgical instruments and diagnostic lenses.
- Perform other duties as assigned.

**EDUCATION:**

- High School Graduate or General Education Degree (GED).
- Completion of Certified Ophthalmic Technician (COT) training program or work experience and passed JCAHPO COT level examination.

**EXPERIENCE/TRAINING:**

- Minimum of one-year experience in an office-based ophthalmology practice preferred.

**LICENSE/CERTIFICATION:**

- JCAHPO Certified Ophthalmic Technician (COT).
- Current BLS (Basic Life Support).
- CPR Certification.

**OTHER SKILLS:**

- Computer proficiency including MS Office and the ability to quickly learn new applications.
- Ability to use office equipment and phone systems.
- Organizational skills with focus on tracking patient care and improving patient flow.
- Ability to problem solve, organize, and set work priorities with minimum supervision
- Good communication skills. Ability to communicate effectively with a variety of individuals and within different environments.
- Professional demeanor and recognition of privacy considerations for patients and families.
- Knowledge of basic electrical and mechanical principles.
- Ability to multi-task.
- Strong attention to detail.

**PHYSICAL / COGNITIVE REQUIREMENTS:**

- Work requires moderate physical exertion 34 to 65% of the time.
- Ability to lift objects weighing 80 lbs. or less.
- Work requires frequent exposure to minor cold, heat, poor ventilation or sharp instruments. Reasonably anticipated exposure to blood and body fluids daily.
- Job duties frequently require intense concentration and attention to detail (34-65% of work time).

For full consideration of your skills and abilities, please email a current resume with your application to: [Andrew.Nye@lifestyleeye.com](mailto:Andrew.Nye@lifestyleeye.com).