



JOB DESCRIPTION

JOB TITLE: Ophthalmic Medical Assistant
EXEMPTION STATUS: Exempt X Non-Exempt
REVISED DATE: November 2021

SUMMARY: The Ophthalmic Medical Assistant is an entry level position into the Ophthalmic Assistant field. Under general supervision, the Ophthalmic Medical Assistant is responsible for performing ophthalmic services for the care and treatment of ophthalmic patients. The Ophthalmic Medical Assistant will be trained to do the duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receive and prepare patients for examination; obtaining complete ophthalmic history, visual acuity, neutralizing spectacles, assessing papillary responses, gross visual fields and motility; performing glaucoma pressure measurements and dilating patient's pupils as appropriate.
- Assist the healthcare provider with patient examination, treatment, and office surgeries as instructed.
- Keep rooms clean and stocked with necessary supplies.
- Give instructions and/or explains procedures to patients as directed by the healthcare provider.
- Schedule patients for hospital surgeries and diagnostic procedures.
- After successful training, perform specialized testing; including but not limited to: color vision testing, Amsler Grid, Schirmer's test, A scans, B scans, keratometry, and corneal topography.
- Assist in the ordering of medical supplies and drugs.
- After successful training perform visual field examinations.
- Dispense and teach care and cleaning of contact lens.
- Triage patient phone calls to establish urgency of need for care.
- Assist in the performing of fluorescein angiography, fundus photography, and laser surgery.
- Administer medication as directed by the healthcare provider.

QUALIFICATION REQUIREMENTS: To perform this job successfully, and 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 the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED) required. Some medical office experience in a clinical setting demonstrating the skill set and intelligence to learn required. Preferred, currently certified as an Ophthalmic Assistant with 0-2 years prior experience in an ophthalmology office.

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend instructions (whether written or verbal), correspondence, documentation, professional journals, technical procedures, and governmental regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions in one-on-one and small group situations to patients, third parties, physicians, and other employees of the organization, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure using whole number, common fractions, and decimals. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform basic medication computations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem solving skills in difficult situations.

OTHER SKILLS AND ABILITIES: Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients, and other third parties. Ability to operate computers, keyboards, and printers. Ability to operate phone system. Ability to concentrate on the situation at hand and listen effectively. Ability to organize tasks, working as a team member and/or independently. Knowledge of ICD-10 and CPT coding a plus. Knowledge of health insurance procedures to obtain pre-authorizations and/or referrals. Knowledge of the information and techniques needed to diagnose and treat injuries, disease, and deformities including symptoms, treatment alternatives, drug properties and interactions, and preventive healthcare measures. Convey a professional and positive image and attitude.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Exposure to communicable disease, blood, body fluids, hazardous chemicals, radiation, and sharp instruments. Exposure to injury from patients or equipment.

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 and fingers to feel objects; hear at normal ranges within the setting. The employee is occasionally required to bend, stoop, kneel, crouch, crawl, climb, and balance. The employee must occasionally lift, carry, and/or move more than 25 pounds.

Specific vision abilities required by this job include depth perception and the ability to adjust focus. Rapid mobility may also be required on occasions.

DISCLAIMER: The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date