
Carolina Eye Associates, P.A.

Notice of Position Opening

Ophthalmic Assistant

Center: Pinehurst

Status: Full-Time (Hours can vary from approximately 6:30 AM – 7:00 PM)

Reports to: Patient Care Supervisor

Job Summary:

Under the supervision of an Eye Center physician, the ophthalmic assistant obtains data from patients and performs duties that assist doctors in the evaluation of patient eye problems.

Job Responsibilities:

Competence in performing the following duties is required; on the job training is provided for learning new skills as necessary.

1. Receives patient from waiting room and directs them to exam room or other appropriate area.
2. Prepares patients for examination and treatment. The screening process involves:
 - Obtaining a medical and ophthalmologic history.
 - Obtaining visual acuity's in various manners.
 - Obtaining other data from screening equipment as necessary.
3. Assists physician by performing scribe duties:
 - Documenting the physical finding, impression & disposition of the exam in the chart.
 - Documenting accurate ICD-10 diagnosis coding, and billing charges.
 - Preparing prescriptions and e-Rx for doctor's signatures.
4. Assists physician by performing the following duties:
 - Preparing for minor procedures by setting up for, assisting with, and cleaning up after procedures using aseptic techniques.
 - Applying pressure patches, contact lenses and administering specified medications as necessary.
 - Scheduling special tests with specialists or other CEA departments as necessary.
 - Working up of Patients which involves obtaining specified subjective and objective findings using the slit lamp and photopter as requested by the physician.
5. Provides patient instruction and education.
6. Performs special studies such as, but not limited to, automated and manual visual fields.
7. Performs phone technician duties which involves using good judgement and decision-making skills and triaging patient calls for refills of medication, work-in appointments or other questions patients have.
8. Performs duties of desk assistant which involves:
 - Escorting patients to and from exam lanes; assisting patients in and out of vehicles, if necessary.
 - Performing other diagnostic tests as necessary.
 - Obtaining patient consent for lasers and other procedures by preparing forms, scheduling and giving costs as necessary.
 - Completing driver's license and disability forms as necessary.
 - Providing patient education and instruction.
9. Cleans exam and screening rooms and stocks supplies.
10. Perform other duties as requested, assist with co-workers' training as needed.
11. Maintains patient confidentiality.
12. Use NextGen System to enter Electronic Medical Records.

Education and Experience:

High school diploma or equivalent education/training. Medical experience preferred. Prefer COA or COT certification. If not COA certified, must obtain certification in required period of time.

Performance Requirements (Knowledge, Skills, & Abilities):

- Ability to work flexible hours, overtime (more than 8 hours per day or more than 40 hours per week), and occasional Saturdays as necessary.
 - Ability to travel (personal vehicles may be required) and work at other Carolina Eye office locations as necessary.
 - Ability to attend departmental training classes scheduled other than normal business hours.
 - Ability and initiative to learn on the job as well as independently.
 - Available for on call duty on weekends and holidays on a rotational basis with other employees as necessary.
 - Professional uniform attire required. (Dress Code policy in handbook.)
 - Must complete CEA's Patient Care Training Program on line. After initial 90-day employment period employee will have 90 days to complete testing.
 - Employee must and take and pass COA level of JCAHPO certification between 6 and 12 months of employment. Employee must recertify prior to expiration date to maintain certification.
 - Ability to relate to people in friendly, outgoing, positive manner.
 - Must possess interpersonal skills to work with a broad range of people.
 - Must have the ability to document charts legibly, accurately, and in an efficient manner.
 - Must have ability to use computer and keyboard.
 - Must accept training for, and comply with, CEA's OSHA and Infection Control Policies and demonstrate ability to use aseptic technique.
 - Must have the ability to perform CPR.
 - Must have the ability to competently operate ophthalmic equipment typically found in an Ophthalmology practice such as, but not limited to, slit lamp, phoropter, lensometer, keratometer.
 - Must be able to comply with CEA's personnel policy manual, compliance manual and HIPAA policies.
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Typical Physical Requirements:

Requires ability to meet physical demands of standing for extensive periods of time, documenting charts and forms in standing or sitting position, pushing patients in wheelchairs, assisting patients while walking. Requires ability to reach and stretch while using equipment or assisting physicians. Requires the ability to perform duties in confined work areas. Requires normal visual acuity and hearing.

Carolina Eye Associates reserves the right to change or modify job duties & essential functions at any time. Note further that the above list of job duties and essential elements is an attempt to adequately describe this position but cannot be considered to be an exhaustive list.