
Carolina Eye Associates, P.A.

Notice of Position Opening

Ophthalmic Photographer / Scans

Center: Pinehurst

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

Reports to: Supervisor of Photography Department

Job Summary:

Individual will work in Photography department performing various duties of Photographer and Scans Technician.

Job Responsibilities:

1. Perform OCT's.
2. Slit Lamp/External.
3. Perform Fundus photos/IVFA's.
4. Perform ERG/VEP testing.
5. Contact Patients with results of Tests, etc.
6. Performs B-Scans and other special studies as requested.
7. Assist with obtaining images for power point presentations.
8. Travel to other CEA locations.
9. May work in Patient Care as Ophthalmic Assistant as needed.
10. Maintain patient confidentiality.
11. Other duties as requested and assist co-workers as needed.

Education and Experience:

High school diploma or equivalent education/training. Prefer prior experience in photography. Prefer a CRA or COA/COT with a Photography background. Company will assist in the process of obtaining certifications in the future.

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.
- 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 or become CPR certified.
- Must have the ability to competently operate ophthalmic equipment typically found in an Ophthalmology practice such as, but not limited to, slit lamp.

- Must be able to comply with CEA's personnel policy manual, compliance manual and HIPAA policies.

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.

Are you able to meet these requirements? _____ Yes _____ No
Comments:

Signature _____ Date _____

*New Employees are required to: (1) Successfully pass a drug screen, (2) Successfully pass a health screen.

Please return signed copy to the Personnel Department.