
Carolina Eye Associates, P.A.

Notice of Position Opening

Special Studies Scan Technician

Center: Pinehurst
Status: Full-Time
Reports to: Patient Care Supervisor

Job Summary:

Performs A-Scans, B-Scan, ECC, and IOL calculations and topography on patients.

Job Responsibilities:

1. Performs A-Scans, B-Scans, ECC, and IOL calculations accurately, conducts topography and other special studies as requested.
2. Obtain preoperative medical clearance as necessary.
3. Perform blood pressures on preoperative patients.
4. Assisting in other departments as necessary.

Job Requirements (Knowledge, skills and abilities):

- Ability to travel (personal vehicles may be required) and work at other CEA locations as necessary.
- Ability to document charts legibly, accurately and in an efficient manner.
- Ability to relate to people in a friendly, outgoing, positive manner.
- Must possess interpersonal skills to work with a broad range of people.
- 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 become COA certified within company guidelines.
- 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 be able to comply with CEA's personnel policy manual, compliance manual and HIPAA policies.
- Perform other duties and assist co-workers as requested.

Education and Experience:

High School Diploma or GED. Would prefer college or technical classes concentrating in the medical field and/or related job training. Certified Ophthalmic Assistant preferred.

Typical Physical Demands:

Full range of body motion including manual and finger dexterity and good eye-hand coordination. Work may require frequent standing and walking for extended periods of time. Must have the ability to assist patients in wheelchairs and assist patient while walking.

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.