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# Carolina Eye Associates, P.A.

## Notice of Position Opening

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*OPHTHALMIC ASSISTANT-TEAM LEADER (Dr. Millender)*

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

Job Summary:

Coordinates scheduling for physician and staff on the team. Works closely with the managers and supervisors of the Patient Care Department to resolve problems, patient issues and scheduling issues for the team. Works closely with physician and under the supervision of the physician as an Ophthalmic Technician to obtain data from patients and perform 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.

Team Leader Duties:

1. Works with physician to manage the schedule on a daily basis.
2. Interacts with various departments to ensure physician's schedule is correct.
3. Manages the team on a daily basis to ensure a smooth patient schedule for the physician and to help maintain good rapport within the team.
4. Interacts daily with the manager and team leaders of the Patient Care Department to help resolve team issues or needs and to help with scheduling issues for the team and /or any patient issues.
5. Desk duties that include completing patient forms and other requests.
6. Other duties that are assigned by Physician.

Ophthalmic Duties:

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 for doctor 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 phoropter as requested by the physician.
5. Provides patient instruction and education.
6. Performs special studies and assists with research projects.
7. Performs phone technician duties which involves using good judgement, 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. Assisting with training of coworkers, as requested.
  11. Maintains patient confidentiality.
  12. Perform other duties and assist coworkers as requested.

*Education and Experience:*

Must be a Certified Ophthalmic Assistant with certification through JCAHPO and must obtain Certified Ophthalmic Technician within JCAHPO guidelines.

*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.)
- Ability to use good judgment and decision-making skills.
- 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 abide by the Carolina Eye Associates, PA, Personnel Manual, Compliance Plan and HIPAA Plans.

*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.*

\*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.\**