Job Title: Optometric Technician I
Location: Annex II

Job Summary:
Reports directly to the Optometrist and responsible for conducting pre-testing and special testing for the following equipment and instruments:

- Pre-testing I – auto refraction, lensometry, tonometry and topography.
- Pre-testing II – preliminary case history including current medical conditions. Visual acuities, dial in, phoropter, color vision and drop instillation.
- Special testing – visual fields, fundus photography, slit lamp photography, optec vision screener.

Also responsible for processing patient’s information through the computer system and helps maintain the operation of the reception records and examination room area.

Duties and Responsibilities:

1. Processes patient’s information through the computer system and helps maintain the operation of the reception records and examination room area.

2. Retrieves patient records from other clinics to ensure complete information on file before appointment date.

3. Manages continuous patient flow by effectively communicating with team members and providers.

4. Prepares referrals, work and/or school excuse letters, written prescriptions for providers to sign and staff consult letters to primary care provider.

5. Conducts inventory of supplies at the stock examination rooms. Verifies and maintains stock level and recommends disposal for all expired supply items.

6. Disinfects and wipes down all equipment and instruments.
7. Conducts pre-testing and special testing for the following equipment and instruments:

7.1. Pre-testing I – auto refraction, lensometry, tonometry and topography.

7.2. Pre-testing II – preliminary case history including current medical conditions. Visual acuities, dial in, phoropter, color vision and drop instillation.

7.3. Special testing – visual fields, fundus photography, slit lamp photography, optec vision screener.


9. Performs other duties that may be assigned from time to time.

**Job Specifications:**

1. High School Graduate – certification is not required

2. Minimum of 1 year experience with impressive track record in conducting pre-testing and special testing for the following equipment and instruments 1) Pre-testing I – auto refraction, lensometry, tonometry and topography. 2) Pre-testing II – preliminary case history including current medical conditions. Visual acuities, dial in, phoropter, color vision and drop instillation. 3) Special testing – visual fields, fundus photography, slit lamp photography, optec vision screener.

3. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.

4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.

5. Outstanding oral and written communication skills.

6. Strong ethics and a high level of personal and professional integrity.

7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.

8. Computer literate and very highly proficient in using MS office programs.