

Job Description

Job Title: Ophthalmic Assistant Status: FT Non-Exempt (Hourly)

Additional classifications:

1. Clinical
2. Surgery Scheduler
3. Surgical Assistant

Reports To: Clinical Manager, Clinical Director/Office Supervisor

Date: 9-1-2009

Modified: 2-6-2026

Ophthalmic Assistant - Clinical

Position Summary: Performs a variety of patient care and diagnostic testing activities to assist physicians and medical office personnel. Obtains information and performs tests on patients that provide diagnostic information to physicians. Helps to maintain the overall efficiency of the clinic and office.

Duties and Responsibilities:

- Perform patient work ups according to type of patient visit. Professionally interview patient and document patient's chief complaint, elements of history of present illness, review of systems, current medications, and appropriate past, family and social history. Accurately perform and document in electronic medical record the patient's visual and ocular testing, and blood pressure. Check and record patient's intraocular pressure with Tonopen. Perform refractions on post-op patients as necessary. If appropriate, instill dilating drops, utilizing proper eye drop technique.
- Maintain patient flow through work-up, exam, and procedure rooms in a manner that facilitates physician efficiency. Escort patients as they move about the office, offering limited assistance to patients with mobility problems, wheelchairs. Staff members are NOT to lift patients but may offer physical assistance only when reasonably confident that assistance can be given without injury to the patient or the staff member.
- Prepare patient and exam room for exam and/or procedure, utilizing proper sterile technique as appropriate.
- Assist physicians during exam. Record physicians' findings in chart (paper or electronic) as appropriate. Write (or send electronically) prescriptions as indicated by physician. Review medication instructions, positioning requirements, etc., answer questions for patient as appropriate.

- Perform Special Testing on patients as needed (visual fields, ultrasonography, ocular coherence tomography, electrophysiology, PHP)
- Open/close rooms – make sure all equipment is properly cleaned, and supplies are stocked and prepared. Maintain cleanliness of all clinical areas throughout the day.
- Answer/return patient phone calls as appropriate. All patient phone messages must be answered by the end of each day.
- Order room supplies (Kleenex, Tonopen covers, etc.) via established procedures.
- Perform general office tasks as assigned/as needed (ie., filing, answer/ transfer phones, process letters, make new patient charts, prep surgery packets, register patients, schedule and confirm patient appointments, etc.)
- Perform any other duties needed to ensure the smooth flow of work/patients in the office.
- Travel to all VRC office locations and outreach locations

Other Duties and Responsibilities

- Communicate with patients, family members, physicians, co-workers, and the public in a respectful, helpful and courteous manner at all times.
- Maintain patient and practice confidentiality at all times, communicating sensitive information only to those who should, by nature of their job/authority, receive it.
- Establish and maintain effective working relationships with all physicians, co-workers, patients, and the public.
- Follow the VRC Standards of Conduct and the VRC Corporate Compliance Program at all times. Conduct all actions with regard to VRC patient care and business in a legal and ethical manner.

Qualifications:

- High school graduate or equivalent. CMA, COA, or COT certification preferred.
- Minimum of 3-5 years of continuous experience in the medical field.
- Ability to read, understand and follow oral and written instructions; able to follow multiple practice policies.
- Ability to professionally communicate with patients and co-workers.
- Ability to speak clearly and concisely.
- Ability to use correct grammar, correct spelling and punctuation usage required in notes and emails.

- Ability to multi-task.
- Knowledge of how to utilize outlook, email, word, excel, and electronic health record (EHR) programs.
- General knowledge of utilizing office equipment, computers, copier, fax, scanner.
- Previous experience in a physician office setting
- Organize and prioritize responsibilities while remaining flexible to changing demands.
- Ability to meet deadlines and work under pressure with minimal supervision
- Strong analytical skills and attention to detail

Physical Demands:

- Work may require standing for long periods of time.
- Occasionally lifting files or paper.
- Operating a computer, keyboard, a calculator, telephone, copier, fax, scanner or other such office equipment through a normal business day.
- Vision must be correctable to 20/20 for viewing information on computer screen and reading information in a paper format.
- Hearing must be in the normal range for telephone contacts.
- Will require viewing computer screen and typing on a keyboard for periods of time.

Reasonable accommodations will be made by VRC to enable individuals with disabilities to perform the essential functions. This job description is intended to provide a basic guideline for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as necessary.

Signatures:

Employee: _____ Date: _____

Manager: _____ Date: _____

Ophthalmic Assistant: Surgery Scheduler

Position Summary: The Surgery Scheduler is involved in direct patient care and requires the same experience and credentials as per the Ophthalmic Assistant job description above. The Surgery Scheduler may additionally focus on patient care and support before, during, and after surgical procedures. Requires familiarity with surgical procedures performed by the practice. Surgical assisting experience is preferred.

Duties and Responsibilities:

- Review medical records to properly schedule procedures ordered by surgeon.
- Perform informed consent process, surgical counseling and education to patients as documented.
- Provide support to patients and families before, during and after surgical procedures.
- Coordinate with primary care physicians and/or specialists to ensure surgical clearance and provide to surgery center or hospital in a timely manner.
- Schedule and ensure completion of preoperative procedures and exams as ordered by surgeon.
- Complete and submit orders for procedures and special equipment per the ordering surgeon.
- Coordinate surgical schedule for surgeons with surgical centers and hospitals.
- Coordinate any special requests with staff at surgical centers and/or hospitals.

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Ophthalmic Assistant: Surgical Assistant

Position Summary: The Surgical Assistant is involved in direct patient care and requires the same experience and credentials as per the Ophthalmic Assistant job description above. In addition, the Surgical Assistant is responsible for providing safe and direct surgical support during ophthalmic procedures under the supervision of practice surgeons. Also requires surgical assisting credentials, including but not limited to: degree from a surgical assisting program, Ophthalmic Surgical Assisting certification, Surgical Scrub Technician certification, Surgical Technician certification, or Registered Nurse licensure. Must have the ability to obtain credentialing at surgical centers and hospitals as selected by the practice.

Duties and Responsibilities:

- Functions as a member of the Ophthalmology surgical team at hospitals and surgical centers under the direction of the practice physicians.
- Prepares the operating room prior to surgery, promotes the safety of and cares for the patient during surgery, aids the practicing surgeon, and cares for the instruments and supplies used in surgery.
- Responsible for assisting with operative procedures and providing patient care by managing the sterile field and directly assisting the surgeon according to the policies/procedures of the surgical center or hospital.
- Review medical records to ensure procedure ordered by practice physician is scheduled.
- Perform informed consent procedures and surgical counseling and education to patients as documented. Provide support to patients and families before, during and after surgical procedures.
- Provide emergency care to patients when necessary using basic life support and automated defibrillator protocols, maintaining basic CPR certification.
- Document complete and accurate patient observations, care, and outcomes of interventions and enter in the medical record.
- Clearly explain postsurgical care instructions to patients and care providers following surgery.
- Assist provider with procedures, including those requiring aseptic and sterile techniques.
- Maintain personal credentialing with surgical centers and hospitals within the scope of the practice, and maintain current certifications required to perform the job functions and maintain credentials required by said surgical centers and hospitals.

Reasonable accommodations will be made by VRC to enable individuals with disabilities to perform the essential functions. This job description is intended to provide a basic guideline for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as necessary.

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Manager: _____ Date: _____