
Job description

Florida Eye Specialists & Cataract Institute is a comprehensive, multi-specialty ophthalmic practice with locations in Brandon, Sun City Center, Ruskin, Riverview and Tampa. We are currently seeking ophthalmic assistants to assist in providing quality patient care in our Brandon office. Qualified applicant should be customer service oriented and very detailed.

Florida Eye Specialist & Cataract Institute offers opportunity for growth and advancement.

Our benefits include health, dental, 401k, short term disability and holiday pay.

JOB DESCRIPTION: OPHTHALMIC TECHNICIAN/SCRIBE

*Typical Physical Demands:

*Requires prolonged standing, walking, some bending, stooping and stretching. Requires excellent communication skills and a keen understanding of patients with sensory impairment. Must be able to express a caring attitude while performing the tasks required with accuracy and efficiency.

Example of Duties:

- Explains to patient what patient should expect from technician's work up and from the MDs.
- Completes a detailed patient history which includes past medical history (systemic and ocular), family medical history (systemic and ocular), medication history (systemic and ocular) and the chief complaint (the reason for the visit).
- Checks patient's uncorrected (when applicable) and corrected visual acuity for distance and near. Refractions done as needed.
- Performs appropriate tests as needed according to office policy and procedures.
- Assists back office procedure to provide good patient/doctor workflow.
- Ensures appropriate supplies/equipment is available and functional for patient care according to office policy and procedures.
- Responsible for care, maintenance and stocking of assigned room(s).
- Attends required staff and educational meetings as requested.
- Maintains strictest confidentiality.
- transcribes results of patient exams on medical record as physician(s) orally dictate during patient exam.
- Helps in all other areas in office when completion of above responsibilities permits to ensure smooth operation of the practice.
- Performs related work as required.

EDUCATION & BACKGROUND: High school graduate or GED equivalent. Prefer Certified Ophthalmic Assistant (COA) but not required.

***We are an Equal Opportunity Employer and a Drug Free Workplace**