

Legacy Eye Care
3500 S Crater Rd
Petersburg, Va 23805

Part time Optometric Tech/Front Desk person with potential to be full time. Please email resume to drfoster@legacyeye.com

Seeking an experienced front desk receptionist for a start up eye doctor's office. Candidate should have experience working for an optometrist or ophthalmologists office, but not mandatory. Candidates who have this experience will be favored. Must be bilingual speaking Spanish and have strong computer skills. Responsible for answering phones and will be one of the primary greeters for patients coming in. The person in this role will be people oriented, and have the ability to multi-task and answer very busy phone lines. Will also ensure that charts are ready for the next day and checking insurance eligibility for patients. Individual should have experience with a multi-line phone system, scheduling, canceling, rescheduling and verifying appointments, insurance verification, handling cash and billing for co-pays.

Providing excellent patient care and counseling is our highest priority. If you share our goal, we want to talk with you. Please submit resume for immediate consideration.

Salary is open and based on experience.

Valid for US residents only.

Below are a list of job Responsibilities and other preferred Qualifications

Responsibilities:

The Optometry Technician will work 25-30- hours a week Monday through Thursday.

The duties include but are not limited to the following:

- Assists the health care provider in the examination and treatment of patients by performing visual tests or procedures.
- Instructs patients on contact lens procedures.
- Records patient case history, conducts visual screening tests such as visual acuity, cover test, pupillary testing, color vision, depth perception, visual field charting, and tonometry for analysis and interpretation.
- Instills approved ophthalmic drugs.
- Performs ophthalmic functions as needed.
- Prepares patients and performs as special surgical assistant in clinical procedures.
- Administers ophthalmic drops and ointments, applies ocular dressings, performs suture removal, and obtains eye cultures.
- Takes ophthalmic photographs Prepares ophthalmic anesthetics and antibiotics.
- Performs periodic maintenance and calibration checks on clinic diagnostic equipment.
- Reviews reports and records for accuracy and compliance.
- Reports findings and service's activities.
- Establishes or recommends optometry standards, regulations, policies, or procedures to ensure quality patient care in a safe, efficient, and effective optometry environment.
- Dictates and/ or scribes for Doctor as needed

Additional Qualifications that are Recommended and Preferred:

Must have knowledge or willing to learn ocular anatomy; ophthalmic medications; visual physiology, optics; use and maintenance of ophthalmic instruments and testing equipment; ophthalmic and medical regulations; medical terminology; optometric technology; asepsis; ocular referrals and emergency medical treatment; patient transportation; medical ethics; medical administration; and medical service organization and function. Must have experience or willingness to learn ophthalmic medications, anesthetic solutions, and ocular disorders. Completion of a basic optometry course, equivalent paraoptometric training, or a paraoptometric certification. Experience in caring for and treating optometry patients and in operating and maintaining ophthalmic equipment such as lensometers, vision screening instruments, visual field measuring instruments, tonometers, and other types of ophthalmic equipment is desired. Experience performing or supervising ophthalmic functions such as caring for and treating patients, operating ophthalmic testing equipment, and fitting optical and ophthalmic devices is also desired. If experience is not there, there will be training provided to help educate employee. High School Diploma or equivalent education is required.