



# Retina Northwest

Retina and Vitreous Diseases

**JOB TITLE:** Clinical Technician  
**DEPARTMENT:** Medical  
**REPORTS TO:** Practice Manager  
**SUPERVISES:** N/A  
**FLSA STATUS:** Non-exempt  
**WORK STATUS:** Full-Time

**JOB OVERVIEW:** Assisting Ophthalmologist by performing ophthalmic clinical functions. May administer eye exams, eye medications, and instruct the patient in continuing care.

Our Mission: To serve the community by providing the highest level of specialized retinal care in an efficient, compassionate and supportive environment.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Obtains patient history for medical records
2. Conduct patient screening accurately and efficiently.
3. Performs and records visual acuity, color vision, stereopsis, and intraocular pressures as directed by the physicians.
4. Documents all information in EHR in accordance with clinic guidelines.
5. Educates/informs patients about planned treatments or procedures
1. May handle patient questions during visits and via phone, providing advice and resolving problems in consultation with ophthalmologist.
6. Conduct patient communication and education when applicable as directed.

**ADDITIONAL RESPONSIBILITIES/DUTIES:**

1. Maintains exam room order and inventory.
2. Maintains strictest patient confidentiality.
3. Regular and acceptable attendance is required per company policy and is a critical function of this position
4. Other duties as assigned.

### **MINIMUM JOB REQUIREMENTS:**

Education: High school diploma or equivalent required. COT, COA, OSC or MA certification required, or the ability to gain certification upon hire.

Experience: Minimum of one year medical clinical experienced preferred; keyboarding ability of 45 wpm and word processing experience.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of ophthalmic medical office procedures specific to the vitreo-retinal practice.
2. Knowledge of medical record requirements (HIPAA).
3. Ability to use communication/listening skills and telephones techniques effectively.
4. Ability to remain calm and function effectively in emergency situations.

### **OTHER ABILITIES:**

1. Ability to follow oral and written instructions.
2. Ability to work as a team member.
3. Skill in effective management and customer service.
4. Regular travel to and from all satellite locations.

### **PHYSICAL/MENTAL DEMANDS:**

1. Prolonged standing, sitting, and infrequent bending, twisting, and stooping.
2. Occasional mental stress from the workload, or from dealing with upset patients/physicians and/or emergency situations.
3. May lift 05 – 10 pounds.

*This description is intended to provide only the basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, ability and working conditions including physical requirements may change as needs evolve.*

**Retina Northwest is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.**