



# Retina Northwest

Retina and Vitreous Diseases

JOB TITLE: Ophthalmic Photographer  
DEPARTMENT: Clinical  
REPORTS TO: Practice Manager  
FLSA STATUS: Non-exempt  
WORK STATUS: Full-Time

JOB OVERVIEW: Responsible for performing and providing Ophthalmic Photography to Retina Northwest.

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:**

Under physician direction according to prescribed protocols:

Provide high quality ophthalmic photography for RNW Patients while educating patients about procedures. Administer fluorescein dye via I.V. Perform O.C.T. testing. Acquire and maintain current certification for all clinic research studies as assigned. Perform all steps in the processing and preparation of digital files for physicians. Trouble-shoots equipment problems and maintains working photography department equipment.

## **PRINCIPAL RESPONSIBILITIES/DUTIES:**

1. Provides fundus photography and fluorescein angiography.
2. Performs I.C.G. Photography.
3. Perform O.C.T. Testing.
4. Perform diagnostic testing for referring physicians.
5. Ascertain clear physician orders and /or obtains clear orders from a physician. May request that reception call outside physicians too obtain orders.
6. Make fluorescein angiogram available in a timely manner to RNW physicians.
7. Be able to provide services at all RNW clinics.
8. Make note of ophthalmic photo supplies needed in the photography dept.
9. Properly mark billing slip on patient charts.
10. Accurately fill out Photo log for each patient
11. Assist in Clinic and other duties as assigned

## **MINIMUM JOB REQUIREMENTS:**

Education: Bachelors' Degree with formal training as an Ophthalmic Photographer, CRA, or O.C.T.C. Certification or 5 plus years as an Ophthalmic Photographer in a retina practice. C.O.A. or C.M.T. with retina experience.

Current A.H.A, B.L.S for Health Care Providers Card, or ability to attain it prior to employment.

Experience: Minimum of 5 years of experience as a Photographer or 2 years experience as an Ophthalmic Photographer.

## **KNOWLEDGE, SKILLS, & ABILITIES:**

1. Patient cooperation is essential to success in this position, need strong interpersonal skills to obtain patient cooperation. Must be able to recognize when alternative tact is required.
2. Must understand the photography process and how it relates to eye photography.
3. Ability to read, understand and interpret physicians' orders.
4. Knowledge of Zeiss fundus camera, Hidelberg HRA + OCT, Cirrus OCT, Optos Wide Filed Camera.
5. Knowledge of Ocular Anatomy and Pathology.
6. Knowledge of Ocular Medications.
7. Able to administer IV's and injections.

## **OTHER:**

1. Interpersonal skills necessary in order to interact effectively and courteously with patients, families, caller, physicians and employees.
2. Ability to follow oral and written instructions.
3. Ability to work as a team member.
4. Ability to work on several projects simultaneously.
5. Maintain reliable personal means of transportation.

## **PHYSICAL/MENTAL DEMANDS:**

1. Prolonged standing, sitting, and infrequent bending, twisting, and stooping.
2. Ability to assist patients in emergency situations including assisted falls to minimize impact, in an unplanned descent to the floor.
3. Occasional mental stress from the workload, or from dealing with upset patients/physicians and/or emergency situations.
4. 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.*

\*Hours may be variable or adjusted based on clinic needs and patient census.

**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.**