

Title: Ophthalmic Assistant

Location: All clinic locations in Waukesha, Oconomowoc, Mukwonago, and Wauwatosa.

Full/Part Time: Full Time

Hours/Schedule: 40 hours/week, Monday through Friday, occasional weekend and evening availability needed.

Job Duties:

- Performs basic to complex diagnostic tests and visual screenings, including auto refractor, lensometry, visual acuity, pinhole, color vision, depth perception, confrontation fields, refraction, applanation, super pinhole, BAT, automated visual fields, pachymetry, OCT, ascan, and keratometry.
- Manages overall patient flow to ensure timely access to care and ensures patient comfort.
- Greets patients courteously and verifies patient identity.
- Reviews, validates and accurately records all patient, family and medical history, and chief complaint.
- Reviews, validates, and records patient medications.
- Assists the ophthalmologist with minor surgeries and laser procedures, and post-operative care and treatment.
- Sterilizes instruments using appropriate technique and procedures.
- Maintain and calibrates equipment.
- Organizes and prepares exam rooms and work areas including cleaning, stocking, ordering supplies, checking equipment, and putting away equipment.
- Perform medical eye photography functions as directed by the physician, which may include taking general optic nerve, retinal and macular photos, and fluorescein angiograms, etc.
- Assists patients with ordering and dispensing glasses and contact lenses. Performs contact lens polishing.
- Review patient appointment needs and respond timely to phone encounters.
- Assists with scheduling patients for post-operative, surgery and specialist appointments.

Qualifications:

1. License and Certifications
 - a. COA or COT preferred.
 - b. Basic Life Support (BLS) for Healthcare Providers certification issued by the American Heart Association (AHA) needs to be obtained within 6 months.
2. Education
 - a. High school graduate.
 - b. College-level courses preferred: Anatomy & Physiology, Medical Terminology
3. Experience
 - a. Minimum requirement of 1 year of experience as an optometric assistant, ophthalmic assistant or ophthalmic technician role that includes experiences in performing basic to complex visual screenings, diagnostic tests, and procedures.
 - b. Preferred 1 year of experience in scribing, medical transcription or as a health care professional with demonstrated proficiency in medical terminology and technical spelling.
 - c. Knowledge of sterile technique, how the eye works, and contact / lens wear. Ability to educate and instruct patients on eye care and eyewear. Excellent communication skills (oral and written). Demonstrates a strong attention to detail and accuracy. Proficient in the use of Microsoft office products, electronic mail and electronic medical records systems.

Join the MEA Family!

- Learn from the best Ophthalmologists in the Milwaukee area at the highest level of medical and surgical eye care. Great professional growth opportunities!
- Competitive pay
- Flexibility in scheduling and locations—Waukesha, Mukwonago, Oconomowoc and Wauwatosa!
- Free parking at all locations
- Patient population and services are diverse-- young kids to adults.
- 100% reimbursement on passing the COA.
- Uniform allowance/reimbursement
- Great Employee Vision Benefits
- And much more!

Looking to apply?

Email your resume to Kayla McCullough, Practice Administrator at kmccullough@medicaleyeassociates.com.