

LAC VIEUX DESERT HEALTH CENTER

HUMAN RESOURCES

P.O. Box 9, N5241 US HWY 45 Watersmeet, MI. 49969
Phone: 906-358-4587 Fax: 906-358-4118



JOB VACANCY POSTED; 4/11/2022 UNTIL FILLED

POSITION: Certified Ophthalmic Assistant

DEPARTMENT: Optical

LOCATION: Lac Vieux Desert Health Center, Watersmeet, MI

SUPERVISOR: Optometrist

EMPLOYMENT: Full time – Non-Exempt

SALARY/PAY RATE: \$16.58 - \$24.03 Per Hour

**Eligible for up to a 3% Retention Bonus Annually
after one year of service.**

DESCRIPTION:

Optical Assistants work under the immediate supervision of the Optometrist and Health Director and are responsible for a wide range of tasks in the optical department, ranging from assisting the optometrist with patient care, optician related duties, administrative duties, and laboratory functions. The optical assistant position is the most flexible and varied in the optical department and requires a diverse set of skills: clinical, clerical, interpersonal, and technological.

RESPONSIBILITIES:

- Collect, record, and maintain patient information in the electronic health record (EHR).
- Interpret patient EHR charts and assure that records are accurate and complete for appointment scheduling purposes.

- Understands optical coding and billing for all procedures and retail sales.
- Schedules optical appointments as needed, including reminder calls and notes in EHR.
- Reviews patient chart to ensure completeness and accuracy of information. Performs testing required by type of exam scheduled, patient complaint and history.
- Trained to conduct pretesting procedures prior to optometrist exam
- Manage and control inventory of optical retail supplies and equipment.
- Identify suitable vendors for retail supply through cost and quality comparison
- Acts as scribe while physician examines patient entering data into electronic medical records or handwrites in paper chart, oversees patient flow.
- Certified/trained to properly fit eyeglasses and contact lenses by following prescriptions, written by the optometrist.
- Can take an ocular and systemic history and accurately record visual acuity. Can perform lensometry, refractometry, applanation tonometry, basic muscle balance testing, assess pupils, assess the anterior chamber, confrontation visual fields and gross external exam. Administer diagnostic tests.
- Assists with in-office procedures ensuring proper informed consent is obtained, sets up and cleans up from procedures.
- Assists in training of other ophthalmic assistants.
- Understand basic optician duties assisting patients and lab vendors to ensure patients receive the correct frames/lens/contacts.
- Adhere to the optical policy and procedure including the privacy act.
- Submits all optical related claims online when appropriate.
- Understands accounts receivable and must be able to post optical patient payments timely and accurately.
- Working knowledge of optical insurances, coverages, deductibles, and co-pays.
- Must be willing to stay current with the standards within the field of Optometry through Continuing Education and hands on training.
- All other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or equivalent.
- Must possess 2 year working in direct patient care/customer service field, optical preferred.
- Must be able to communicate professionally and effectively, verbally and in writing.
- Willingness and ability to insure confidentiality in all areas of work.
- Must be well organized in retail display and capable of data input to EMR.
- Must be self-motivated and able to work with little direction.
- Ability to ensure timely completion of assignments and ability to work to meet deadlines.
- Must be punctual when reporting to work, during breaks, and attending meetings.

- If not currently certified as an Optical Assistant by the American Board of Optometry, must do so within 1 year of start date.
- Must have working knowledge insurance coverages and how it relates to the Optical field and patient experience.

PREFERRED QUALIFICATIONS:

- Certified Optical Assistant or Certified Optician
- Certified ICD-10 Coder
- CPR Certification
- Working knowledge of Purchased and Referred Care (Indian Health Service) guidelines.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council: April 19, 2017

**LVD Health Center
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