**Optician – Contact Lens**

**Title:** Optician – Contact Lens

**Summary of Duties:** Interprets doctor prescriptions; dispenses contact lenses.

**Supervision Received:** Reports directly to the Optical Manager.

**Supervision Exercised:** None.

**Physical Demands:** Requires prolonged sitting, frequent walking, standing, stooping, and bending. Requires manual dexterity. Requires color vision and depth perception. Requires corrected vision and hearing to be within normal limits. Occasionally lifts and carries items up to 20 pounds. Requires working under stressful conditions and dealing with patients who may be irate.

**Typical Working Conditions:** Work is performed in a busy clinic environment. Scheduled hours are Monday through Friday with Wenatchee office rotating Saturday mornings. Exposure to communicable diseases and other conditions common to a medical clinic and retail optical environment.

**Job Duties and Responsibilities:**

(This list may not include all of the duties assigned)

1. Responsible for exhibiting superior customer service to Eye & Ear Clinic patients on the phone and in person.
2. Performs slit lamp examination for contact lens fit evaluation.
3. Interviews and educates patients regarding various contact lens options.
4. Interprets and transposes referring physician’s prescriptions and information.
5. Performs all required corneal measurements for contact lens fitting.
6. Designs and adapts contact lenses to each individual.
7. Instructs patients on contact lens care and handling.
8. Evaluates and solves vision and eye problems related to contact lenses.
9. Consults with Ophthalmologists, Optometrists, physicians and patients.

10. Provides triage to assess contact lens problems versus medical problems; refers accordingly.

11. Provides telephone and personal consultation.

12. Maintains required records and files.

13. Assists in maintaining adequate inventory of materials and supplies.


15. Inspects contact lenses using appropriate instruments.

16. Polishes and adjusts rigid contact lenses.

17. Participates in professional development through continuing education courses.

18. Keeps current with both soft and rigid lens designs and fitting methodology.

19. Keep current with both soft and rigid lens care products and prescribed medications.

20. Maintains patient confidentiality.

21. Responsible for consistent and punctual attendance.

22. Responsible each pay period for a clean and accurate employee timecard.

23. Attends required meetings

24. Performs related work as required.

**Performance Requirements:**

(Knowledge, Skills & Abilities)

Knowledge in basic optical concepts, eye anatomy and various eye conditions and diseases to appropriately fit and design contact lenses.

Knowledge in the use of slit lamp, keratometer, lensometer and other instruments used in contact lens fitting and evaluation/

Skill in problem solving and triaging contact lens solutions.
Skill in handling instruction and appropriate care of various contact lenses

Ability to translate physicians’ requests into specific contact lens function.

Skill in establishing and maintaining cooperative, effective working relationships with patients, physicians and co-workers.

Ability to work independently and show initiative in proceeding with necessary tasks without direct supervision.

Ability to maintain a professional level of output, accuracy and attention to detail.

Ability to recognize trends, evaluate products and anticipate changes.

Ability to read, interpret and apply departmental and clinic policies and procedures.

Ability to keep accurate patient prescription records.

Ability to communicate clearly.

Ability to convey a professional attitude and appearance, and maintain a courteous and friendly demeanor.

**EDUCATION:**
High School graduation or GED

**Licensure/Certification:**
Valid Washington State Dispensing Opticians License

**EXPERIENCE:**
One year Licensed Dispensing Optician experience, preferred.
PHI Access:
The above job description is allowed primary and secondary access to the following protected health information:

Primary access information may be directly retrieved; secondary access information may be retrieved through the appropriate manager.

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Staff members of the Eye & Ear Clinic may NOT access records that contain our patient’s individually identifiable health information without a legitimate, work related reason consistent with their job function. Access to the entire medical record is allowed only if in the judgment of the professional medical staff it is necessary for the safety of our patients or the quick, effective delivery of quality health care.