



# Example of Ophthalmic Assistant Job Description

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Our company is growing rapidly and is looking for an ophthalmic assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for ophthalmic assistant

- Neuro-physiologic testing including electroretinogram (ERG), Multi-focal electroretinogram
- MFERG)
- Visual evoked potential (VEP), Scanning Laser Ophthalmoscope (SLO)
- Performs clerical duties as assigned by clinical supervisor
- Perform patient screening
- Obtain Medical History and manage patient flow
- Color vision testing (Ishihara plates and Farnsworth lantern)
- Extraocular Movements Testing (EOM)
- Amsler Grid Testing, Pachymetry, BAT Testing
- Instillation of eye medications

## Qualifications for ophthalmic assistant

- Proven experience and knowledge of clinic's scope of services and triage guidelines in order to complete triage forms based on the patient's needs/problems and on the clinic's available medical staff
- General knowledge about ophthalmic medications, surgical and office services
- Demonstrated knowledge of computer operations with proven data entry skills
- Knowledge of how to accurately complete invoices and ordering forms
- Demonstrated working knowledge of clinical systems

disposition