

## JOB VACANCY ANNOUNCEMENT

Opening Date:	March 29, 2019	Closing Date:	Until Filled
Position:	<b><u>Optometric Technician &amp; Receptionist</u></b>	Reports to:	Eye Clinic Manager
Salary/Wage:	Grade 9; \$27.71 - \$30.59/HR DOE	Department:	Eye Clinic
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA/SSMH

### **Brief Summary:**

Provide quality customer service while doing receptionist, administrative and technician duties for the Optometry and Ophthalmology staff.

### **Qualifications:**

**To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Education:**

- High school diploma or general education degree (GED) required with two years of college/vocational training in professional office management, administrative support, medical office, or related training.
- Five years of related experience or equivalent combination of experience and training.

### **Essential Job Functions**

#### **Receptionist and Administrative Duties:**

- Greet and direct patients, visitors and hospital staff to the appropriate location
- Answer phone and phone correspondence with other optometry/ophthalmology offices
- Monitor eye clinic email and voicemail
- Patient triage- determine urgency of appointment, scheduling same-day appointments if warranted
- Check in patients, prepare electronic records, document scanning into practice management software, locate previous paper records (if any)
- Schedule appointments
- Confirm next day appointment
- Patient insurance verification via phone/internet prior to appointments
- Money collection, cash drawer management, credit sales, end-of-day reports
- Prepare mailing labels, post/mail/scan/fax correspondence
- Computer data entry (patient demographics, patient history , procedure and diagnosis coding, charges, payments)
- Prepares memoranda outlining and explaining administrative policies and procedures to supervisors and directors
- Accurately prepare a variety of documents including but not limited to letters and reports
- Dispense contact lenses and glasses, eyeglass repairs when opticians not available
- Clean dispensary mirrors, displays and frames
- Order supplies, prepare purchase lists/requisitions and any other forms
- Order contact lenses from suppliers
- Coordinate personal leave to be cohesive with the optometry patient schedule
- Other duties as assigned

**Technician Duties:**

- Clean and prepare equipment in the special testing and exam rooms in the morning, turn off and cover the equipment at the end of the day, sanitize/prep pre-testing room and exam rooms in-between patients
- Maintain, clean and replenish stock in exam rooms
- Patient care, history taking, electronic health record recording
- Pretesting and completing special testing using electronic equipment, transfer special testing data into the EHR
- Teach contact lens insertion, removal, care and handling
- Work cooperatively with the Optician, Optometrist, or Ophthalmologist to coordinate and organize patient care.

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*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

**Arctic Slope Native Association, Ltd.:**

**Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law**

**Is committed to maintaining a drug free, smoke free workplace**