

Ophthalmic Technician

*Ready to be part of a high performing team that provides
excellent patient care?*

Position Summary

Northern Ophthalmic Associates is looking for an Ophthalmic Technician! We want someone who values teamwork and the chance to advance in your career.

In this role, you'll work alongside physicians and staff to support patients and provide quality care. As a growing practice, we offer opportunities to build your skills and take on more responsibility, advancing in your career.

We focus on delivering excellent eye care while keeping a workplace that's professional and supportive.

Position Overview

We are seeking a dedicated and detail-oriented Ophthalmic Technician to join our eye care team. The Ophthalmic Technician plays a key role in supporting physicians and providing high-quality patient care by performing diagnostic testing, collecting medical information, and assisting with clinical procedures. The ideal candidate is compassionate, organized, and energized by working in a fast-paced clinical setting.

Key Responsibilities

- Greet and prepare patients for exams, obtaining medical and ocular history.
- Ensure compliance with HIPAA, OSHA, and infection control standards.
- Educate patients on eye care, treatment plans, medications, and post-procedure instructions.
- Administer eye drops, dilating agents, and other medications as directed by the physician.
- Perform preliminary eye function tests, including visual acuity, tonometry, refractometry, and pupil assessment.
- Learn to conduct specialized diagnostic testing such as OCT, visual fields, corneal topography, fundus photography, and biometry.
- Accurately document exam findings and test results in the electronic medical record (EMR).
- Support the overall clinic flow by coordinating patient scheduling and assisting with administrative tasks when needed.
- Ensure exam rooms and equipment are prepared, sanitized, and maintained

according to safety and infection control standards.

- Recognize and respond appropriately to ocular emergencies. • Learn to maintain and calibrate ophthalmic instruments and equipment.

Qualifications

- High school diploma or equivalent required.
- Associate or bachelor's degree preferred.
- 2 Years experience working in an ophthalmology or optometry environment required.
- Strong communication and interpersonal skills with a patient first attitude.
- Ability to multitask and work collaboratively with a medical team.
- Proficiency with EMR systems and basic computer skills
- required.

Work Environment:

- Energetic, Learning Environment
- Friendly Patients and Staff
- Clinical/medical office setting
- Requires sitting, standing, walking, and occasional lifting of equipment or supplies

Schedule & Benefits:

- Full-time or part-time schedule, depending on practice needs
- Competitive pay
- Excellent benefit package

Interested in applying? Please forward your resume Diane McBride, Practice Manager @ DMcBride@northernophthalmic.com referencing "Ophthalmic Technician" in your email title

Sr. Ophthalmic Technician

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Position Overview

The Senior Ophthalmic Technician plays a critical role in the delivery of exceptional patient care by supporting the ophthalmologists in all technical aspects of eye examinations and procedures. This position requires strong ophthalmic skills, leadership in guiding junior technicians, and a strong commitment to patient safety and clinical excellence. Northern Ophthalmic Associates is a growing practice that offers opportunities for professional advancement and has a comprehensive benefits package. Our team includes highly trained and caring physicians and staff who cover all aspects of ophthalmology, ensuring comprehensive care for our patients.

Key Responsibilities

- Perform comprehensive patient workups including history taking, visual acuity testing, tonometry, refraction, pupil assessment, and visual field testing.
- Administer diagnostic testing such as OCT, fundus photography, A-Scan, B-Scan, pachymetry, corneal topography, and IOL Master biometry.
- Assist physicians during minor in-office procedures, injections, and laser treatments.
- Provide mentorship, training, and oversight to junior ophthalmic technicians and new clinical staff.
- Ensure exam rooms and equipment are prepared, sanitized, and maintained according to safety and infection control standards.
- Accurately document patient information and test results into electronic health records (EHR).
- Recognize and respond appropriately to ocular emergencies. • Maintain inventory of

- clinical supplies and ensure timely ordering as needed.
- Support patient education regarding procedures, medications, and post-treatment care instructions.
- Always upholds HIPAA compliance and patient confidentiality standards.

Qualifications

- High school diploma or equivalent required.
- Associate or bachelor's degree preferred.
- 4 Years experience working in an ophthalmology or optometry environment required.
- Strong communication and interpersonal skills with a patient first attitude.
- Ability to multitask and work collaboratively with a medical team.
- Proficiency with EMR systems (Nextech a plus) and basic computer skills required.
- Demonstrated leadership abilities, including training and mentoring junior staff.

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Also contact us if you have experience in Billing, Front Desk, Human Resources, or Finance positions.