

# Technician

## Position Overview

Technicians are responsible for direct patient care. They are to perform a range of duties which includes completing a preliminary exam, medical history and testing to prepare the patient to see the Doctor while maintaining quality customer service.

## Key Responsibilities

- Prepare examination rooms
- Verify patient information by interviewing patient, recording medical history, and confirming purpose of visit
- Accurately record all information in EMR system according to established standards and Doctors' requirements
- Check conditions of patients' eyes by performing basic and routine vision screening exams.
- Administer eye drops
- Assist in the efficient movement/flow of patients
- Maintain practice and patient confidentiality at all times
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures along with complying with legal regulations.
- Keeps equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, and promptly reporting equipment issues.
- Perform other duties as assigned