
Job Description

Ophthalmic Assistant

Summary:

Woodbury, New Jersey - Busy ophthalmology practice is seeking a FT ophthalmic assistant with experience in ophthalmology. Successful applicants will be a dependable team-player and be able to multi-task different responsibilities in a friendly and efficient manner. Benefits are available. Interested candidates should fax their resume to 856-345-1792 or contact Nancy at 856-383-8119.

Job Description:

- Gather patient's history to include: past medical history, family medical history, medication history and chief complaint
- Scribe
- Check uncorrected and corrected visual acuity at distance and near
- Check Intraocular Pressure with Goldmann and Tonopen
- Administer drops and ointment
- Refract and perform OCT's, Fundus Photos, and Visual Fields
- Assist with Lasers, office surgeries
- All other assignments related to patient and clinical care

Requirements:

- Experience in Ophthalmology and/or Optometry, or in school for certification
- Applicants must be certified by JCAHPO- must be able to provide current certification certificate, or be in school for certification
- Excellent interpersonal and communications skills
- Punctual and reliable
- Must be able to multitask
- Have excellent typing skills and be familiar with EHR
- Excellent listening and understanding skills
- Must be able to work with both Ophthalmologists and Optometrists
- Must have reliable transportation to travel to all offices
- Provide a cover letter with resume

Job Type: Full-time

Experience:

- Ophthalmology: COT/COMT - 1 year (Required), or in school for Certification

Education:

- High school or equivalent (Required), and Certification

Location:

- Woodbury, Gloucester County New Jersey

License:

- JCAHPO Certification (Required)

Job Type: Full-time