

## Job Description Contact Lens Technician

**Position:** Contact Lens Technician

**Department:** Clinical

**Reports to:** Clinic Manager

**Job summary:** This individual is responsible for performing an extensive number of data collection functions, as delegated by the physician, to allow for proper professional diagnosis of patient's condition; accurately and appropriately evaluating and/or fitting contact lenses; training the patient in the care, insertion and removal of lenses; and providing technical expertise that instills confidence in the patient.

### EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Two years experience in contact lens fitting – required
- Two plus years previous experience with Ophthalmology required
- NCLE preferred

### ESSENTIAL SKILLS AND ABILITIES:

- Analytical with problem solving skills
- Fit all types of lenses including soft, RGP, multi-focal, toric and Keratonconus.

### RESPONSIBILITIES:

1. Performs contact lens evaluations and fittings, in accordance with the patient's ocular needs, ensuring integrity of the fit by using instrumentation.
2. Provides patient training in the insertion, removal, and care of contact lenses through hands-on practice and written instructions.
3. Provides follow-up lens assessments, and/or refers patient back to original prescriber for verification of lens fit.

4. Answers questions resolving patient-related contact lens problems.
5. Provides thorough documentation of all of the above items in the patient's medical record.
6. Orders all contact lenses by accurately specifying lens parameters; verifies lens specifications on delivery prior to patient notification; maintains database of lenses ordered and received.
7. Maintains inventory levels by auditing and ordering trial lenses and supplies.
8. Reconciles invoices with statements while monitoring credits and exchanges.
9. Maintains contact lens service agreements.
10. Interfaces with all contact lens representatives.
11. Ensures all contact lens charges are collected or submitted to billing department and reconciled at the end of the business day.
12. Notifies patients following receipt of ordered lenses; follows the recall policy and procedure for unclaimed lenses.
13. Schedules patients for contact lens appointments.
14. Maintains knowledge of current technological developments in contact lenses and patient needs.
15. Demonstrated computer literacy
16. And all other duties as assigned

**PHYSICAL ABILITIES:**

1. Ability to read fine print.
2. Ability to manipulate small objects.
3. Must be able to move freely around the clinic when and as needed.
4. Position requires prolonged periods of sitting, standing, walking.
5. Some squatting and bending is required.
6. Must be able to lift up to 25 lbs.