

Optometric Assistant- Pre Tester

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Job Description

- The Optometric Assistant (Pre-Tester) plays a vital role in supporting the daily operations of an optometry practice, contributing to the efficient delivery of eye care services, with a focus on providing high quality care while obtaining informed consent and patient history.
- The primary purpose of the Optometric Assistant (Pre-Tester) is to provide administrative and clinical support to optometrists, and ensure a smooth and organized patient experience, while focusing on duties within the Dispensary.
- Provide direction and information as required to patients and collect required health information prior to eye exam.
- Perform diagnostic testing and other pre-exam testing as required.
- Order and maintain pre-test supply as needed.
- Update electronic records, file patient files, and perform other routine clerical tasks as assigned by the Office Manager.
- Maintain efficient patient flow through pre-screen area and exam rooms ensuring patients and reception are informed of delays – hand off patients to other departments.
- Maintain patient records, third party billing and financial records and database as assigned.
- Assist patients in contact lens training, trials, ordering and follow up visits.
- Participate in personal and team development training and initiatives including staff meetings, continuing education and conferences.
- Establish and maintain effective working relationships with co-workers, leadership team, suppliers and the public.
- Duties may also include ownership of the contact lens department and will be cross trained to assist in all practice responsibilities.
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adhere to relevant health and safety procedures.

Responsibilities can change without notice, may be updated frequently and are not limited to the list above.

Qualifications

- High school diploma or GED, or an acceptable combination of education and experience.
- Canadian Certified Optometric Assistant (CCOA) certification preferred.
- (Insert number of years) years of experience working as an Optometric Assistant, with experience in Pre-Testing.
- Organized, flexible, and able to meet changing work needs and demands.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.

[Your Clinic Name or Logo Here]

- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Excellent analytical and problem-solving skills.
- Superior written and verbal communication skills.
- Strong customer service orientation.

Employee Signature

Month ##, 20##