

## Job Description

**OPTOMETRY ASSISTANT**

<b>JOB DESCRIPTION VERSION DATE</b>	2 Nov, 2006
<b>POSITION</b>	OPTOMETRY ASSISTANT
<b>NAME OF EMPLOYER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>PURPOSE OF THE JOB</b>	Participate in the presentation of an efficient optometry service to patients, to agreed standards in order to meet the Business's objectives.
<b>REPORTS TO</b>	<ul style="list-style-type: none"> <li>• Practice Manager</li> <li>• Resident Optometrist(s)</li> <li>• Owners / Partners</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES - RECEPTION</b>	<ul style="list-style-type: none"> <li>• Greet patients</li> <li>• Telephone enquiries</li> <li>• Use of practice management software</li> <li>• Make appointments</li> <li>• Patient billings &amp; receipts</li> <li>• Counter sales</li> <li>• Set-up new patient files</li> <li>• Check files complete</li> <li>• Filing of patient records</li> <li>• Typing of referrals and other letters</li> <li>• Postage &amp; mail</li> <li>• Opening &amp; closing of practice</li> <li>• Process third party claims</li> <li>• Process eftpos &amp; online claims</li> <li>• Contact patients when work completed</li> <li>• Daily balancing of the till and banking</li> <li>• Weekly balancing of Petty Cash and claims</li> <li>• Outstanding accounts</li> <li>• Standard letters (Recall, Welcome, etc)</li> <li>• Stationery levels and orders</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES - DISPENSING AREA</b>	<ul style="list-style-type: none"> <li>• Frame selections for patients</li> <li>• Advise patients about lens types &amp; treatments</li> <li>• Facial measurements</li> <li>• Delivery of new spectacles</li> <li>• Frame adjustments and minor repairs</li> <li>• Place orders with supplier representatives</li> <li>• Returns &amp; warranty claims</li> <li>• Price stock on computer</li> <li>• Re-stocking of cases, solutions and sundries</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep frame displays fully stocked</li> <li>• Maintain window and in-office displays</li> <li>• Prepare dispensing order forms</li> <li>• Quote prices for patients</li> <li>• Check completed spectacles when received</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES - CLINICAL</b>	<ul style="list-style-type: none"> <li>• Pre-testing for patients (as requested and trained by the resident ooptometrist(s))</li> <li>• Clinical supply levels &amp; orders</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES - GENERAL</b>	<ul style="list-style-type: none"> <li>• Read &amp; act upon policies &amp; memos from owners or partners</li> <li>• Read &amp; act upon Staff Newsletters</li> <li>• Keep practice tidy</li> <li>• Other tasks as needed &amp; as requested from time-to-time</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES - CLEANING</b>	<ul style="list-style-type: none"> <li>• Vacuum carpeted floors</li> <li>• Dust displays &amp; clean mirrors</li> <li>• Mop tile floors</li> <li>• General cleaning as needed</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• General standard of education to include proficiency in Maths and English Language, particularly numeracy and alphabetical skills.</li> <li>• Proficiency with the practice management software within 2 months of commencement.</li> <li>• Successful completion of “The Optometry Team” staff training within 6 months of commencement.</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Competent use of computer software packages.</li> <li>• Ability to work with absolute accuracy to tight deadlines.</li> <li>• Polite, pleasant manner and demeanour at all times.</li> </ul>
<b>SIGNED BY EMPLOYER</b>	
<b>SIGNED BY EMPLOYEE</b>	
<b>DATE</b>	

