Job Description - Ophthalmic Scribe

Job Purpose:

1. To ensure that our Doctor's notes and instructions are recorded and relayed accurately and neatly.
2. To perform basic procedures for patients, as required by our Doctors.
3. To help our patients understand our Doctor's instructions
4. To treat our patients with appropriate courtesy, compassion and respect

Job Tasks and Responsibilities $14.00

- Taking accurate and neat notes for Doctors
- Understanding of the anatomy of the eye
- Visions and intake testing
- Histories
- Lensometer
- Autorefractor
- VF/NFL
- BP/Pulse
- FDT
- SIP
- Pachymetry
- Calling to arrange referrals to tertiary care (TMC/MEEI)
- Write prescriptions for glasses (neat handwriting a must)
- Write prescriptions for medical (neat handwriting a must)
- Memorize and understand the General Abbreviations List.

Advanced Scribe Job Tasks and Responsibilities $15.00

- Picture taking
- Applanate accurately and consistently via slit-lamp
- Refract accurately and consistently
- Certification courses are COA, COT and COMT

Key Competencies

- Neat handwriting
- Ability to thoroughly understand, speak, read, and write English
- Ability to perform manual tasks, bend, lift, stretch, go up and down stairs, sit, stand, and lift and carry up to 10 lbs.
- Ability to problem-solve, communicate, and interpret instructions.
- Ability to work independently.
- Ability to provide own transportation to multiple local offices
- Ability to work a flexible schedule

Please note that this position requires the applicant to have a car. Uber and Lyft services cannot be used, as staff members can be required to travel to three different locations in one day. Individuals must be willing to travel to all four office locations and able to work one weekend per month.
January 30, 2019

To Whom It May Concern,

Eye Associates is a multi-specialty ophthalmology practice with four offices located north of Boston. We work in the towns of Arlington, Burlington, Woburn and Wilmington. The practice includes ophthalmology sub-specialists in the fields of Pediatrics, Retina, Cornea and Oculoplastics. As a result we see a wide range of ocular pathologies. The position of scribe within the practice allows the student to work directly with patients and doctors in a pleasant but fast paced environment. Scribes will learn to work with a state of the art electronic medical records system, helping the doctor input histories, findings and treatment plans. In addition, the scribe will learn how to perform a number of advanced technologies including optical coherence technology, fundus photography and pachymetry. They will often assist in procedures including laser surgeries and intravitreal injections. The ideal candidate has a science background and strong interest in pursuing a career in a health related field. We are looking for a commitment of one year. Scribes are an integral part of our team, good attendance and punctuality is important. As the scribe will be dealing with patients throughout the day, courtesy, compassion and a high degree of professionalism are expected.

Over the last ten years we have had the pleasure of working with students from Boston College, Simmons College, Syracuse University, Fairfield University, St. Anselm, Umass, Tufts, Boston University, Brandeis and Harvard. They have gone on to medical school, nursing, pharmacy school, physical therapy and physicians assistants programs. We currently have five students working as scribes and they are available to discuss their experience.

Please contact Vinh Doan at: eye.assoc.recruiting@gmail.com, to arrange a call with one of our student scribes.

Sincerely,

David S. Gendelman, M.D