



JOB DESCRIPTION

JOB TITLE: Optometrist	JOB LEVEL:
LOCATION: SBH	FLSA STATUS: Exempt
DEPARTMENT: Operations	REPORTS TO: Practice Manager

Brand Promise: *True Patient Centric Care*. This is the statement we make to our patients, coworkers, and the community that identifies what they should expect from us, our services and organization. The Brand Promise defines our entire organization and touches every aspect of HealthSource of Ohio.

Brand Character: *Friendly, Accessible, and Credible*. Every patient. Every encounter. Every employee. Every Conversation. Everyday! This is the personality of our Brand. It's our style, tone and language we use, and the purpose we serve. Our Brand Character drives our behavior and how the world sees HealthSource of Ohio and you.

The Brand Promise and the Brand Character empower you to provide quality care to every patient. We are passionate about making a real difference in the communities we serve.

JOB SUMMARY: Responsible for the clinical care of all patients examined in the clinic. Ensures all patients receive accurate diagnosis and appropriate recommendation for eye care. Executes training and supervising staff on clinical procedures, HIPAA & other privacy processes, coding and billing, appointment and patient flow processes, and optical dispensing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Delivers the HSO brand promise of putting the patient/customer at the center of all we do.
2. Conduct all service in accordance with protocol and accepted standard of care.
3. Perform a case history to inform and guide the ocular health exam.
4. Provide clear instructions for all ocular health tests.
5. Monitors the quality of performance and provides effective training.
6. Identify ocular health issues and administer appropriate treatment.
7. Document and maintain record keeping per state protocol.
8. Establish a positive Doctor/Patient relationship.
9. Explain results and action plan to parents, teachers.
10. Complies with all safety/regulatory requirements ensuring supplies/chemicals are stored and used appropriately.
11. Coach and develop all team members to create efficient patient flow.
12. Strong organizational skills and attention to details
13. Strong management /leadership skills
14. Problem solving ability
15. Exhibits brand characteristics of Friendly, Accessible, and Credible.
16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

1. Optometric Technician

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty competently. The requirements listed below are representative of the knowledge, skill and/or ability required

CERTIFICATES, LICENSES, REGISTRATIONS:

- ABO Certified or State Licensed
- Doctorate of optometry
- Background in pediatrics preferred

LANGUAGE SKILLS:

- Excellent verbal and written communication and interpersonal skills.

MATH SKILLS:

- Strong basic math skills

COMPUTER SKILLS:

- Proficient in Microsoft Excel, Word applications

Education and Experience: Check the **Minimum** requirements for education and experience for this position.

Education: *Check appropriate box*

- Basic Skill Set
- High School or Equivalent (GED)
- High School & Specialized Training (*min. 6 mos. - 2yrs.*)
- Associate Degree Preferred
- Bachelor's Degree
- Master's Degree in:
- PhD
- M.D./DO

Experience Required: *Check appropriate box*

- Entry Level
- 3 months – 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 5 years
- 5 to 7 years
- 8 to 10 years
- > 10 years

Type of Experience:

Optical dispensing experience
Customer service

TRAVEL REQUIREMENTS: As needed

ENVIRONMENTAL CONDITIONS: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. (*List specific conditions for the position if any*)

Potential exposure to blood and body fluid:

- Category I** – *Performs tasks which involve exposure to blood, body fluid, or tissue.*
- Category II** – *Performs tasks which involve no exposure to blood, body fluid or tissue, but may perform unplanned Category I tasks.*
- Category III** – *Performs tasks that involve no exposure to blood, body fluid or tissue.*

PHYSICAL DEMANDS: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Activity: *(Check all that apply)*

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ACKNOWLEDGEMENTS:

We have discussed this form and agree that it is a fair and accurate description of the responsibilities and expectations of this position.

Employee Signature

Date

Supervisor Signature

Date