

Optometric Assistant

Roles

The Optometric assistant’s primary duties are to assist the doctor and help with flow of patients through the office. Additional duties include contact lens training, special testing, and insurance verification. Specifically the duties of the assistant would include:

Duties

- Ready patients and room _____
- Document location and time _____
- Escort patients to optical _____
- Escort patients to contact lens _____
- Provide info sheets to patients _____
- Send letters to other providers _____
- Pull samples durgs _____
- Pull sample Contacts _____
- Answer phone _____
- Train contact insertion and removal _____
- Special testing
 - Topography _____
 - Anterior Segment photos _____
 - Posterior Segment photos _____
 - Visual Fields _____
 - Pachymetry _____
 - Scanning Laser Ophthalmoscopy _____
 - Electrophysiology _____
- Answer phones _____