

Toiyabe Indian Health Project, Inc.

POSITION DESCRIPTION

<u>POSITION:</u>	Optical Technician	<u>SALARY RANGE:</u>	TSS 4
<u>SUPERVISOR:</u>	Optometrist		
<u>WORK STATION:</u>	Bishop Clinic	<u>NON-EXEMPT</u>	

POSITION SUMMARY: Under the supervision of the Optometrist, will accommodate patients with optical needs in the Toiyabe service area. Will travel to the outlying areas as needed.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. At least one (1) year general office experience utilizing office equipment and general office procedures.
3. At least one (1) year experience utilizing a computer to input data in an information system.
4. Knowledge of health insurance billing procedures and terminology helpful.
5. CPR certified or certified within three (3) months of hire.
6. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
7. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Schedule optical appointments for eligible Toiyabe patients and staff.
2. Coordinates eligibility process with the Toiyabe Purchased & Referred Care (PRC) office.
3. Assists patients with frame selections, measuring and ordering appropriate frames.
4. Prepares and submits lens orders per optometrist prescriptions.
5. Prepares billing slips for charges and payments as well as input insurance information in computer.
6. Prepares insurance claims for optical payments.
7. Dispenses eyewear to patients.
8. Makes eyewear adjustments and repairs as needed.
9. Maintains files on all Optical patients and update as needed.
10. Monthly review of aging report for follow-up, if necessary.
11. Keeps a variety of frames on display for patient orders.
12. Coordinates patient care with satellite clinics and TIHP departments.
13. Other job related duties as needed.

Description reviewed: Employee _____ **Date** _____

Supervisor _____ **Date** _____