

Medical Assistant	Ophthalmic Certified Medical Scribe
Clinical Duties (may include, but not limited to):	Clinical Duties (may include, but not limited to):
Taking medical histories	Editing the technician's entry as it is verified by the physician
Explaining treatment procedures to patients	Explaining treatment procedures to patients and reviewing instructions given by the physician
Preparing patients for examination	Seating patients ready for examination; perform specific exam elements such as visual acuity, motility, confrontation visual fields, intraocular pressure and pupil reaction prior to the exam with the physician
Assisting the physician during exams	Assisting the physician during exams by getting instruments, bracing the infirm patient, preparing the tonometer for the physician; performing data entry related to the exam and associated documentation
Collecting and preparing laboratory specimens	Collecting and preparing laboratory specimens such as collecting tears for laboratory testing
Performing basic laboratory tests	Performing diagnostic tests/refraction procedures as ordered by the physician
Instructing patients about medication and special diets	Instructing patients about medication and special diets
Preparing and administering medications as directed by a physician	Preparing and administering medications as directed by a physician
Authorizing prescription refills as directed	Authorizing prescription refills as directed
Drawing blood	Not applicable to ophthalmology
Taking electrocardiograms	Not applicable to ophthalmology
Removing sutures and changing dressings	Removing sutures and removing dressings
Administrative Duties (may include, but not limited to):	Administrative Duties (may include, but not limited to):
Using computer applications	Using computer applications
Answering telephones	Answering telephones
Greeting patients	Greeting patients
Updating and filing patient medical records	Updating and filing patient medical records
Coding and filling out insurance forms	Coding and filling out insurance forms
Scheduling appointments	Scheduling appointments
Arranging for hospital admissions and laboratory services	Coordinate visit with subspecialist, not hospital; arrange for specific lab services when an eye disease may be linked to a systemic condition such as uveitis, tumors, etc.
Handling correspondence, billing, and bookkeeping	Handling correspondence, billing, and bookkeeping