

# ROBERT SMITH

## Optometry Assistant

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Seeking an Optometry Assistant position in which I can use my experience and knowledge that can have an impact on the company's commitment to service excellence and to obtain my ability to perform all duties. Being productive for future advancements.

**2006 - 2006**

### **OPTOMETRY ASSISTANT - ABC CORPORATION**

- Worked on the EPIC system to schedule the patients from referrals.
- Screened patients with Diabetes who are eligible for Diabetes Eye Exams.
- Checked inpatient and going over Previous Medical History along with Last Eye Exams and previous diagnosis.
- Checked Blood Pressure, Testing Visual Acuities, Auto Refraction, and reading prescription glasses on Lensometer.
- Closed Encounter on charts when the Doctor has completed Assessment.
- Filled out Assessment information that is sent to patients in regards to their medical evaluation on Diabetes Eye Screening, along with information the Doctor has discussed with the patient during the examination.
- Assisted with phone calls that are received to schedule appointments from patients, JPS Care Team, Referrals, Nurses, and Patient Registration.

**2001 - 2006**

### **OPTOMETRY ASSISTANT - DELTA CORPORATION**

- Handle customer calls, billing questions, and schedule appointments Verify Insurance policies for patients who have scheduled appointments Manage.
- Obtain and record the patients preliminary case history.
- Prepared patients for vision examination; assists in testing for far and near acuity, depth perception, and color perception.
- Administered screenings for Glaucoma patients and peripheral spatial proximity using the HRT/VHF machines.
- Provided assistance to physicians by pre-screening patients prior to the exam.
- Performed auto-refraction and pressure tests, as well as field tests, and administered dilation drops when appropriate.
- Captured images of the retina with an enhanced camera.

## **EDUCATION**

High School Diploma

## **SKILLS**

Microsoft, Billing, Optometry.