



## Optometric Technician

Mountain Comprehensive Health Corporation is now accepting applications for Part-Time (4 days) Optometric Technician Positions. The positions will be located at the Owsley County Medical Clinic's soon to open Optometry Department. The Optometric Technician works among a team to deliver an outstanding patient care experience to each individual who visits the office for eye care needs.

### **Responsibilities:**

- Pretests patients with duties such as non-contact tonometry, auto refraction, visual acuity, and obtain patients' medical histories.
- Schedules and confirms patients' appointments.
- Greets patients, obtains insurance authorization and answers phones.
- Prepares examination rooms for Optometrists
- Neutralizes patients' prescription lenses.
- Troubleshoots and identifies prescription related problems.
- Adheres to all state and local regulations regarding the dispensing, adjustment and measurements of prescription eye wear and contact lenses.
- Maintains and updates patient charts as necessary.
- Instructs patients on wearing schedule, insertion and removal of contact lenses.
- Maintains and replenishes inventory as needed.
- Performs basic housekeeping and other duties as necessary.

### **Qualifications:**

- High school diploma required.
- Optical training and experience helpful, but not required.
- Excellent communication and organizational skills.
- Ability and drive to thrive in a fast paced environment with shifting priorities.
- Attention to detail with the ability to prioritize and execute tasks efficiently.

Applications can be picked up at any of our clinics or downloaded at

<http://www.mchcky.org/careers>

Please mail or email all completed applications to:

Mary Ann Morgan  
Director, Humana resources  
P.O. Box 40  
226 Medical Plaza Lane  
Whitesburg, KY 41858  
mmorgan@mtncorp.org

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