

## Ophthalmic Scribe - Opportunity located in San Ramon, CA

*UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation, and an associated clinically integrated network. Our primary goal is to foster physician collaboration to deliver the most advanced maternal and pediatric care throughout Northern California and beyond. We have Pediatric, Ophthalmology, OB-GYN and Maternal Fetal Medicine clinics located throughout the San Francisco Bay Area.*

### **POSITION SUMMARY:**

This position performs an extensive number of data collection functions as delegated by the physician to allow for proper, professional diagnosis of patients' conditions. Demonstrate ophthalmic assistant skills as outlined by the Joint Commission on Allied Health Personnel in Ophthalmology.

### **Responsibilities:**

- Assist physician throughout clinic, retrieving patient data, transcribe the impression and plan, enter test interpretations, enter new data, listen to and summarize the conversations between patient and physician, e-prescribe RX's, order appropriate testing for patient, print out any patient education per the doctor requests, print out glasses prescriptions, mark encounters as instructed, perform patient education and assist with some procedures.
- Transcribes physician's examination data into patient's electronic medical record.
- Maintains and sterilizes medical equipment, instruments, and facilities
- Maintain a smooth flow of patients to the physician, altering the test sequence as required.
- Finish closing/signing doctor out of patient exams as needed per doctor's instructions.
- Help in obtaining phone messages from all extensions during downtime.
- Load patients that have been worked up and ready or are waiting to see the doctor after dilation.
- Seek advice from more senior staff as necessary, never perform beyond capabilities.
- Escort patients from the clinical area to the check-out station
- Interact with all patients using the level of respect and professionalism required by UBCP.
- Follows applicable policies and procedures and takes precautions to establish a safe work environment
- Other duties as assigned by supervisor or physician.
- Dilate pediatrics

### **Essential Functions:**

#### **A. Productivity/Efficiency:**

- Works collaboratively with colleagues to ensure work products meet and exceed quality expectations.

#### **B. Critical and Analytical Thinking:**

- Possess the ability to analyze situations and strategize solutions independently and within a team framework.

**C. Technical Skills:**

- Strong computer skills especially in Epic Clinical Applications.
- Epic EMR experience preferred.

**D. Communication (Oral and Written):**

- Excellent verbal and written communication skills

**E. Professional Accountability:**

- Maintains positive working relationships and engages in teamwork and collaboration among all team members and partner organizations.

**C. Quality and Service:**

- Monitors and addresses potential risk management and quality issues in a timely manner.
- Addresses quality and quantity requirements in an effective and timely manner.
- Maintains standards of service, productivity, safety, and security.
- Participates in initiatives to achieve performance on quality metrics set forth by the organization.

**D. Other Job Functions:**

- Performs other duties as assigned.

**POSITION REQUIREMENTS:**

**Skills:**

- Interpersonal communication skills, written and oral with all levels
- Strong team-building
- PC Skills including MS Outlook, Word

**Ability:**

- Demonstrated background in written/verbal communication
- Multi-task and function within established time frames to meet deadlines.
- Ability to develop and foster relationships
- Must be able to work autonomously with minimal supervision and have a strong work ethic and commitment to quality work.
- Ability to work with and maintain confidential information.

**Education:**

- Valid COA, COT, or Ophthalmic Scribe Certification preferred

**Experience:**

- Minimum 2 years of Ophthalmic Scribe experience preferred
- Spanish Speaking preferred

**ADDITIONAL INFORMATION**

**A. Physical Requirements**

- Must be able to lift 20 pounds.
- Must be able to walk, stand, or sit for long periods of time.

**B. Working Relationships/Contacts:**

- Initiates and maintains cohesive and effective working relationships with UBCP colleagues and others, internally and externally, with whom the incumbent must interact to perform their job responsibilities.
- Initiates and maintains communication with manager and colleagues on critical issues.
- Demonstrates respect for, and is sensitive to: cultural diversity, gender identity, religious affiliations, patient care, patient rights and ethical treatment, safety and security of sensitive information and physical environments, and an overall respect for teamwork.

The essential functions listed are typical examples of work performed by incumbents in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Employees may also perform other duties as assigned.

We offer a competitive benefits package, including a very generous 401(k) and Paid Time Off (PTO) plans.

## **Equal Employment Opportunity**

**UCSF Benioff Children's Physicians (UBCP)** is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

My supervisor has reviewed the job responsibilities of this position with me and I have received a copy of this job description. I fully understand the job duties and responsibilities described herein. I acknowledge that this document does not create an employment contract, implied or otherwise, and that my employment with UBCP is on an "at will" basis.

APPROVALS:

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Employee Date

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Supervisor Date

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Human Resources Director Date