Ophthalmic Photographer

General Summary of Duties: Responsible for providing Ophthalmic Photography Services to Retina Northwest.

Exhibits the core values of:
- Accountability
- Integrity
- Customer focus
- Quality
- Compassion
- Teamwork
- Continuous improvement

Full Time Position Hours – 8:30 AM - 5 PM * Monday thru Friday

Supervision Received: Reports to Lead Ophthalmic Photographer

Supervision Exercised: None.

Education: Associate or Bachelors Degree with formal training as an Ophthalmic photographer

Experience: Minimum of five years experience as a Photographer or 2 years experience as an Ophthalmic Photographer.

Essential Functions: Under physician supervisor and according to prescribed procedures provides high quality ophthalmic photography for Retina Northwest patients. Educate patients about procedures and obtain patient cooperation. Administer fluorescein I.V. Perform all steps in the processing and preparation of film for physicians. Trouble-shoot equipment problems and dark room problems.

1. **Principal Duties and Responsibilities:**
2. Provides fundus photography and fluorescein angiography.
3. Ascertains clear physician orders and/or obtains clear orders from physician. May request that receptionist call outside physicians to obtain orders.
4. Be able to provide services at all Retina Northwest clinics.
5. Make note of ophthalmic photo supplies needed in the Clinic Photo log.
6. Make fluorescein angiogram results available in a timely manner to Retina Northwest physicians.
7. Properly mark billing slip on patient’s chart.
8. Accurately fill out Photo log for each patient.
9. For all outside interpretations, make sure photo request form and patient billing information gets to designated Retina Northwest physician.
10. Process, print, mount all film
11. Keep darkroom in a ready state.
12. Obtain and maintain certification in all clinical studies.
13. Other duties as assigned.

Knowledge, skills, and abilities:
1. Patient cooperation is essential to doing this job. Need interpersonal skills to get patient’s cooperation. Must be able to recognize when alternative tact is required.
2. Must understand the photography process and how it relates to eye photography.
3. Ability to read and understand physicians' orders.
4. Ability to multi-task in the deliverance of patient care.
5. Ability to mix chemistry and to calculate proper amounts of chemistry.
6. Able to administer I.V.’s.
8. Knowledge of film chemistry.
9. Ability to administer fluorescein I.V.’s.

Other Abilities:
1. Ability to follow oral and written instructions.
2. Interpersonal skills necessary in order to deal effectively and courteously with caller, patients and Families, and interact effectively with physicians, employees and the public.
3. Ability to work as a team member.
4. Ability to work on several projects simultaneously.

Physical/Mental Demands: Stereo vision needed. Standing, sitting, twisting. Occasional stress from workload or from dealing with upset patients or emergencies. Dexterity needed for operation of equipment and rolling film onto reels. Normal hearing and vision needed. May lift up to 40 pounds.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, ability, working conditions, and assigned tasks may change as needs evolve.

* Hours may vary or be adjusted due to Clinic needs and/or patient load