

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969
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JOB VACANCY

POSTED: 6/23/2022 UNTIL FILLED

\$1,000 if certified
\$500 not certified

POSITION: Paraoptometric Assistant (CPO or CPOA)

DEPARTMENT: Optical

LOCATION: LVD Health Center, Watersmeet, MI

SUPERVISOR: Health Director

EMPLOYMENT: Full Time – Non-Exempt

SALARY/PAY RATE: CPO - \$14.00 - \$16.82 per hour
CPOA – 16.00 – 19.71 per hour

**Eligible for up to a 3% Retention Bonus Annually
after one year of service.**

DESCRIPTION:

Paraoptometric Assistants work under the immediate supervision of the Health Director and are responsible for a wide range of tasks in the optical department, ranging from assisting the optometrist with patient care, optician related duties, administrative duties and laboratory functions. The Paraoptometric assistant position is the most flexible and varied in the optical department and requires a diverse set of skills: clinical, clerical, interpersonal, and technological.

RESPONSIBILITIES:

- Collect, record and maintain patient information in the electronic health record (EHR).

- Interpret patient EHR charts and assure that records are accurate and complete for appointment scheduling purposes.
- Understands optical coding and billing for all procedures and retail sales.
- Schedules optical appointments as needed, including reminder calls and notes in EHR.
- Trained to conduct pretesting procedures prior to Paraoptometric exam
- Manage and control inventory of optical retail supplies and equipment.
- Identify suitable vendors for retail supply through cost and quality comparison
- Assist with optical charting and patient chart organization.
- Certified/trained to properly fit eyeglasses and contact lenses by following prescriptions, written by the optometrist.
- Understand basic optician duties assisting patients and lab vendors to ensure patients receive the correct frames/lens/contacts.
- Adhere to the optical policy and procedure including the privacy act.
- Submits all optical related claims online when appropriate.
- Understands accounts receivable and must be able to post optical patient payments timely and accurately.
- Working knowledge of optical insurances, coverages, deductibles, and co-pays.
- Must be willing to stay current with the standards within the field of Optometry through Continuing Education and hands on training.
- All other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or equivalent.
- Must possess 2 years working in direct patient care/customer service field, optical preferred.
- Must be able to communicate professionally and effectively, verbally and in writing.
- Willingness and ability to insure confidentiality in all areas of work.
- Must be well organized in retail display and capable of data input to EMR.
- Must be self-motivated and able to work with little direction.
- Ability to ensure timely completion of assignments and ability to work to meet deadlines.
- Must be punctual when reporting to work, during breaks, and attending meetings.
- If not currently certified as an Paraoptometric Assistant by the American Board of Optometry, must do so within 1 year of start date.
- Must have working knowledge insurance coverages and how it relates to the Optical field and patient experience.

PREFERRED QUALIFICATIONS:

- Knowledge of ICD-10 Coding.
- Ability to obtain CPO within 1 year.
- CPR Certification
- Working knowledge of Purchased and Referred Care (Indian Health Service) guidelines.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: April 19, 2017

**LVD Health Center
Human Resources Department
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