

## **Photographer:**

**Job Description:** List in order of importance.

- Performs digital angiographic services, including photography and OCT.
- Upload data to patient's chart.
- Quality control and innovation to insure high standards of patient care and photographic excellence.
- Prepares diagnostic and therapeutic instruments for physician including: B-scan ultrasound, argon/krypton laser and other instruments.
- Prepares patient and obtains consent for fundus photography, fluorescein angiography, ultrasound, laser treatments, injections and minor surgical procedures.
- Sets up for injections.
- Initiates patient education pertaining to disease process' anticipated procedures and office policy.
- Maintains photography and angiography and OCT services as requested from other medical offices.
- Insures angiograms and photographs are sent to physicians Promptly.
- Manages inventory and ordering all supplies for satellite office.
- Prepares patients for ophthalmology examination, including comprehensive medical and ocular history to acquire sufficient data for physician.
- Performs ancillary testing including: visual acuity, visual fields, basic slit lamp exam, applanation tonometry, Amsler grid, pupil exam, color vision testing. –
- Perform other duties as needed or assigned to facilitate quality patient care and efficiency in the office.

## **Job Experience/Knowledge and Education Level:**

### **Required:**

- 2 years associates degree in photography or equivalent experience.

### **Desired:**

- BA in photography or Biomedical communications with advance elective in ophthalmic photography
- Experience in medical environment
- Computer and digital photography experience.

## **Skills/Behavior Characteristics:**

- Flexibility – **High** level required
- Oral Communication - **High** level required
- Written Communication - **Moderate** level required
- Delegation - **Moderate** level required
- Leadership - **High** level required
- Initiative - **High** level required

- Stress Tolerance - **High** level required
- Sensitivity - **High** level required
- Analytical Skills - **Moderate** level required
- Judgment - **High** level required
- Planning Organizing - **High** level required
- Morale - **High** level required

**Additional Selection Criteria and/or Unusual Working Conditions/Equipment Utilized:**

- Dimly lit office
- Knowledge of Lan System to transfer images and maintain network settings.
- Universal precautions

**Performance Factors:**

- Efficient, accurate photography of patients.
- Achieve best quality photographs with minimal artifacts.
- Timely photo processing and filing in patients chart.
- Maintaining good patient flow for the physician.