

Job Title: Ophthalmic Scribe / Clinical Assistant (FT & PT)

Organization: Ophthalmic Consultants of Boston

Location: Boston, MA

Ophthalmic Consultants of Boston (OCB) was founded in 1969 with the primary goal of providing patients with eye care, laser and surgical treatment of the highest quality. In addition to eye examinations, our ophthalmologists provide care in the following specialties: cataract, glaucoma, cornea, diseases of the retina, orbital plastics, pediatrics, LASIK refractive surgery and eye trauma. Our staff of 30 ophthalmologists and 13 optometrists care for over 165,000 patients each year with all categories of eye disorders and visual system diseases. This level of care has earned Ophthalmic Consultants of Boston a national and international reputation for excellence.

To better service our patients, OCB operates a full spectrum of eye care services in Boston, Cambridge, MetroWest, Waltham, Sandwich, West Yarmouth, Beverly and surgery laser centers in Boston, Waltham and Sandwich, Massachusetts. We look forward to assisting you and your family at one of these locations. To learn more, visit [here](#).

Job Responsibilities:

Supports ophthalmologist by completing and updating electronic medical records and system accurately; summarizing the ocular examination and recommendations; and maintaining patient flow and communication regarding appointment status.

Job Requirement:

- High school diploma required; some college coursework preferred.
- Fluent in English. Excellent spelling ability
- Basic understanding of algebraic principles.
- Familiarity with medical terminology desired. Some knowledge of anatomy including basic ocular anatomy and common ocular diseases preferred.
- High level of proficiency with various computer systems; legible handwriting.
- Experience maintaining patient confidentiality.
- Strong professional interpersonal skills

Interested candidates should [apply online](#) at and notify Career Services so we can follow-up with the recruiter on your behalf.

Posted on: 10/21/15

Major: Opticianry; Ophthalmic Asst.

For further information please contact the offices of Career Services and Industry Partnerships:

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