



Southwest Orlando Eye Care Externship Guide

Orientation

By the end of the first week, the student should have a good understanding of the following:

- Documentation of exam findings in Exam Writer EHR
- Familiarity with layout of superbill and basic billing/coding
- Refraction using the Marco automated refraction system
- Office patient flow

Orientation will be provided by the optometric physicians and lead technicians.

Weekly Schedule

- Student externs will be expected to be in clinic 40 hours per week
- Student externs will be scheduled every Tuesday through Friday with two Mondays and Saturdays per month for a total of 10 working days per two-week period.
- Anticipated student clinic hours are as follows:
 - Monday: 9AM – 7PM
 - Tuesday: 9AM – 7PM
 - Wednesday: 10AM – 7PM
 - Thursday: 7AM – 5PM
 - Friday: 7AM – 5PM
 - Saturday: 8AM – 3PM

Clinic Responsibilities

- Student externs will be expected to see one comprehensive exam per hour for approximately 8 encounters per day. In addition, student externs may be responsible for seeing contact lens progress exams and medical office visits.
- The student extern will perform all clinical duties including pre-testing, refraction, contact lens evaluations, anterior segment evaluation, dilated fundus evaluation, and documentation of exam findings in EHR. The student will not be expected to assist in optical.

Extra-curricular Activities

- The student(s) and doctors will meet weekly to discuss interesting cases, practice management concepts, and other optometry related topics
- Student externs will be given the opportunity to observe local ophthalmologists specializing in retina, cornea, and/or cataract surgery.
- Student externs will have the opportunity to observe the vision therapy clinic and/or perform binocular vision assessments for these patients.

Housing

- Students are responsible for arranging their own housing accommodations, but our office will contribute up to \$1600 monthly payable to the landlord or property manager.