

Cordova Community Medical Center

Job Description

Unit Clerk

Job Title:	Unit Clerk	Status:	Part-Time
Supervisor:	Director of Nursing	Pay Grade:	DOE
Department/Division:	Nursing	Classification:	Non-Exempt

POSITION SUMMARY

Under the direction of the DON, this position requires the ability to perform secretarial duties and to record medical and administrative information in accordance with established Charting and Documenting policies and procedures. The Unit Clerk has no supervising responsibility.

ESSENTIAL RESPONSIBILITIES

- Receive all incoming calls at the nurse's station; deliver messages to nursing staff, patients and/or families, residents, etc., as necessary.
- Answer patient and resident call lights and give pertinent information to nursing staff.
- Inventory patient and resident's charts daily and place appropriate paperwork (i.e. Nurse's notes, physician's notes, medication sheets, etc.) in charts as needed. Thin charts as directed by HIM when signed by Providers.
- Place laboratory and radiology results in proper patient and resident's charts.
- Maintain the Daily Census Report and pertinent logs kept at the nurse's station.
- Assist incoming patients with admissions paperwork and Insurance information.
- Admit, transfer and discharge patients and residents via the computer system.
- Complete necessary medical and log records upon the patients or residents admission, transfer, and/or discharge.
- Forward completed charts of discharged patients or residents to the Medical Records Department.
- Forward new and/or changed diet orders to the Dietary department.
- Transcribe Medical Providers orders to care plans, medication record, treatment plans, etc.
- Report to Nurse any discrepancies found in transcribing Medical Providers orders.
- Assist in arranging for and making appointments for diagnostic and therapeutic services.
- Make residents appointments and keep nursing staff informed of resident's appointments.
- Review medication records for completeness of information and re-write as needed.
- Record appropriate patient or resident information on designated medical records, wristbands, etc.
- Direct visitors to patient rooms, office areas, etc., as necessary.
- Assist the Long Term Care Coordinator in MDS submission, printing of LTC med sheets and other duties as assigned.
- Make up ER packets, Acute Care packets, Outpatient Treatment packets as needed.
- Keep Nurses Station stocked with office supplies, chart forms, etc. Notify materials of need for colored charge sheets.
- Assist Director of Nursing with Administrative duties as directed.
- Typing of reports, policies, letters etc. as needed and assigned.
- Other duties as assigned

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: High School Diploma or GED equivalent.

EXPERIENCE: Minimum, one (1) year office/secretary experience, preferred.

REQUIREMENTS: Operate multi-line phones, and have excellent communication skills. Knowledge of Computers and computer programs to include Word, Excel, Internet, etc., is desired. Ability to use office machines such as fax machines, printers, etc.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DSHS Criminal History Check and Drug Test
Must be current on all immunizations

BENEFITS

Casual employees are not entitled to benefits but are entitled to a 10% increase in pay in lieu of benefits.

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.