

Cordova Community Medical Center

Job Description

Unit Clerk/Receptionist

Job Title:	Unit Clerk/Receptionist	Status:	Full- 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 or clinic; 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.
- Record all entries on flow sheets, notes, charts, etc., in an informative and descriptive manner.
- Report all accidents and incidents you observe on the shift that they occur.
- Report all changes in the resident's condition to the Charge/Staff Nurse as soon as practical.
- Inventory patient and resident's (EHR) Electronic Health Record daily and place appropriate paperwork (i.e. Nurse's notes, physician's notes, medication sheets, etc.) in Electronic charts as needed.
- Place laboratory and radiology results in proper patient and resident's electronic charts.
- Maintain the Daily Census Report and pertinent logs kept at the nurse's station.
- Collects data for incoming patients with admissions within EHR and Insurance information.
- Process Pre-authorization required as needed. Example: CT scan, Physical Therapy.
- Process and complete patient referrals to internal and external facilities.
- Admit, transfer and discharge patients and residents via the EHR. Ensure timely input of data.
- Forward new and/or changed diet orders to the Dietary department.
- Assist in arranging for and making appointments for diagnostic and therapeutic services.
- Make residents appointments and keep nursing staff informed of resident's appointments.
- Record appropriate patient or resident information on designated EHR, wristbands, etc.
- Monitor the ER entrance while working at the nursing station.
- Greet and direct visitors to patient rooms in a professional manner, office areas, etc., as necessary after they have signed into the visitor log.
- Make up ER packets, Acute Care packets, Outpatient Treatment packets as needed.
- Keep Nurses Station stocked with office supplies, chart forms, etc.
- Arrange follow-up appointments for discharged patients.
- Make appropriate copies of paperwork for the Primary Care Provider for patients who are transferred.
- Prepares paperwork for medevac personnel maintains copies for CCMC of the transfer form or other needed paperwork.
- Make copy of the transfer form for when a patient is transferred outside of CCMC and provides this copy for Director of Nursing.
- Reviews paperwork to ensure completeness.
- Assist Director of Nursing with Administrative duties as directed.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Perform other related 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 experience and knowledge of medical terminology preferred.

REQUIREMENTS: Must have an upbeat personality, get along with co-workers, and be a team player with keeping our patients always as first priority. Must be able to multi-task. Must be self-motivated, have excellent Communication and organizational skills and be able to operate multi-line phone lines. Knowledge of computers programs to include Word, Excel, Internet, etc., is a must. 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 DHSS Criminal History Check and Drug Test
 Must be current on all immunizations
 Annual influenza immunization required

BENEFITS

- At CCMC we provide Full Benefits including Medical, Dental and Vision.
- Wellness center (Bidarki and Bob Korn Pool) family discount.
- A generous PTO package – 200 hours your first year, 9 paid holidays
- State of Alaska PERS retirement plan with employer contribution.
- CCMC is proud to support our staff by offering to eligible employees Continuing Education Stipend and Student Loan Repayment for qualified accreditation institutions.
- CCMC is a public service loan forgiveness eligible site.

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.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Unit Clerk/Receptionist

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name