**POSITION SUMMARY**:

Under the supervision of the professional nurse, performs a variety of clerical duties associated with patient care unit operations.

**POSITION ACCOUNTABILITIES**:

1. Comply with established department, unit, hospital policies, procedures, objectives, quality assurance, safety, environmental and infection control.
2. Follow established routines and utilize supplies and equipment in a cost-effective manner.
3. Maintain a clean, orderly, safe work area.
4. Communicates with members of the health care team, patients, and visitors using oral and written means of equipment such as the telephone and intercom.
5. Maintain patient rights and confidentiality of patient information and abide by established communication codes.
6. Perform clerical duties related to procedures such as admission, discharge, transfer, and death.
7. Notify appropriate departments of patient disposition; assemble and prepare appropriate charts and forms.
8. Stamp, assemble, complete, and process patients’ charts as indicated.
9. Keep patients records accurately identified.
10. Maintains accurate clinical record recording information per hospital policy.
11. Transcribes doctors’ orders per hospital policy.
12. Prepare and maintain accurate MedAct.
13. Check charts daily for incomplete forms and consents and bring it to the attention of the appropriate member of the health care team for correction.
14. Checks chart and remove nonpermanent reports when permanent reports are obtained.
15. Obtains closed records from Medical Records as needed.
16. Place lab orders in computer as ordered accurately.
17. Orders unit supplies to maintain inventory of the unit’s equipment stock and supplies. Assist with receiving, distributing, and sorting supplies brought to the unit. Prepares Just Do It’s for maintenance repairs.
18. Maintains an orderly and businesslike environment at the nursing station in order to assist members of the health care team in the performance of their job despite high-stress factors.
19. Performs specified duties during a hospital wide emergency.
20. Notifies nurse of all now or STAT orders.
21. Answer call lights within 3 rings. If unable to answer from the desk, go to the patient’s room.
22. Prepares charts with doctor orders, nursing notes, progress notes, and graphic sheets daily and as needed.
23. When leaving the Med/Surg area to deliver request to other departments notify the Charge Nurse and/or Department Supervisor before leaving. Make deliveries in a timely manner. No breaks are to be taken during this time.
24. When doing doctors’ orders place appropriate forms on the chart, i.e., swing bed certification, in-patient certification, etc.
25. 0645 – 1915 shift is to check FAX machine every AM for paper and print cartridge.
26. Attend required meetings, in services, and educational programs.
27. Performs other related duties as directed.

**POSITION QUALIFICATIONS:**

|  |  |
| --- | --- |
| Minimum Education | Four-year high school diploma or equivalent |
|  | High school or GED equivalent |
| Experience: | Previous experience preferred |
| Certification/Registration: | Minimum: BLS |
| Working Conditions: | May be exposed to a variety of healthcare settings, including clinical, office or maintenance environments. Stressful, pressure, and frustrations related to ill patients and stressed family. Subject to exposure to all environmental hazards associated with hospital work. |

**Activity:**

|  |  |  |
| --- | --- | --- |
| Sitting | Occasionally 1-33% | 10% of Working Hours |
| Walking | Continuously 67 – 100% | 80% of Working Hours |
| Standing | Continuously 67 – 100% | 20% of Working Hours |
| Bending | Frequently 34 – 66 % | 30% of Working Hours |
| Squatting | Occasionally 1-33% | 10% of Working Hours |
| Climbing | Occasionally 1-33% | 10% of Working Hours |
| Kneeling | Occasionally 1-33% | 10% of Working Hours |
| Twisting | Occasionally 1-33% | 10% of Working Hours |
| Lifting 0-50 lbs. | Frequently 34-66% | 30% of working Hours |
| Lifting 50+ lbs. | Frequently 34-66% | 30% of working Hours |
| Carry 0 – 50 lbs. | Occasionally 1 – 33 % | 10 % of working Hours |
| Carry 50+ lbs. | Occasionally 1 – 33 % | 10 % of working Hours |
| Pushing 0 – 500 lbs. | Frequently 34 – 66 % | 10 % of working Hours |

|  |  |
| --- | --- |
| Other Requirements*:* | * Subject to electrical and flammable/explosive gas hazards. * May be exposed to infectious and contagious diseases. * May be in contact with patients under a wide variety of circumstances. * Able to handle emergency or crisis situations. * May occasionally be subjected to irregular hours. * May be exposed to respiratory risks and safety sensitive situations. * May be required to wear protective equipment as necessary. * Possesses problem solving skills of the type and at a level necessary to accomplish the job. * Demonstrates good time management and organizational skills. |
| **Visual and Hearing Requirements*:*** | Yes--Must be able to see with corrective eye wear  Yes--Must be able to hear clearly with assistance |

The above statements reflect the general details necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

The Health Care Professional will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the EOMC, the Health Care Professional will return all Patient Information and other materials or property in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the “Orientation Handbook” and is responsible to comply with any revisions that are communicated. The “Orientation Handbook” describes important information about Eastern Oklahoma Medical Center; the Health Care Professional

should consult their supervisor/HR Director regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of EOMC. All duties and responsibilities contained in this job description are essential job functions.

**Health Care Professional Acknowledgement:**

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Date                   Employee Signature                        Employee Printed Name**