

Coleman County Medical Center Position Description

Job Title: Unit Secretary
Department: Nursing
Reports To: Chief Nursing Officer
FLSA Status: Non-Exempt

SUMMARY: To collect patient information for billing and payment purposes. The Unit Secretary is responsible for performing general secretarial, receptionist, clerical, clinical duties as directed and within the scope of their practice. Assists with procedures as directed, carries out orders, instructs patients per provider instructions, documents as needed and assists with safe patient handling.

QUALIFICATIONS:

- Communicate in an effective manner, follow written or verbal instructions and demonstrate good interpersonal skills to deal with team members, patients and families.
- Possess skills necessary to communicate effectively with patient and staff.
- Knowledgeable in Microsoft Office Word and Excel.
- Possess basic math skills.
- Maintain discretion and confidentiality in communications.
- Competent in clinical skills, within scope of practice, and use of medical equipment.
- Knowledgeable of Infection Control and Prevention practices.
- Familiar with policies and procedures regarding reporting and release of protected health information (PHI).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Multi-tasks with ease: Ability to prioritize needs and to discern when and what can wait to meet top priorities.
- Organizes workload so that all tasks are completed appropriately.
- Masters customer service skills and acknowledgement skills and gives extraordinary customer service.
- Greets patients and family members in professional, friendly and respectful manner every time.
- Directs patients/family members/public to correct areas, accurately.
- Listens carefully to what each patient (or a family member) requests in all aspects, and treats patients/residents and their families with respect and dignity.
- Listens and responds to co-worker and supervisor requests and directives with respect.
- Speaks clearly and slow enough for patients to understand all communication (in person and phone) while keeping an upbeat tone of voice.
- Answers phone in a timely manner.
- Knows where to appropriately transfer calls and transfers successfully.
- Verifies insurance and updates patient's demographic information.
- When necessary scans items in a timely and accurate manner.

- Prepares patient charts by recording initial information, name, diagnosis, provider, age, and room number appropriately.
- Collects patient co-payments, deductible amounts and all private pay payments, according to payment collection policies.
- Directs complaints or problems to supervisor or administrator.
- Demonstrates work initiative and requires little work direction, enhances the operation of the organization, effectively schedules times and assigns priorities so projects are performed in a timely manner.
- Documents information concisely, accurately and completely and delivers to appropriate source to handle timely.
- Monitors and assists with cleanliness of waiting room.
- Handles stressful or crisis situation appropriately.
- Operates and uses computer programs, fax machine and calculator effectively.
- Develops and maintains positive, effective working relationships with other employees, supervisors and medical providers.
- Provides for patient's personal hygiene.
- Provides for activities of daily living.
- Provides for comfort needs of patient.
- Re-stock supply areas.
- Acquire vital signs on each patient and record accurately and legibly.
- Able to assist in emergency situations.
- Assists with the transfer of patients as directed by the provider.
- Uses slow/down time efficiently.
- Attends meetings as required.
- Miscellaneous duties as assigned requested or required.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED
- Basic Life Support (BLS) certificate
- Customer Service trained or experience, preferred
- One (1) year of clinical practice, preferred

LANGUAGE/READING SKILLS:

- Communicate verbally and in writing in English.
- Additional language of Spanish preferred.

MATHEMATICAL SKILLS:

- Must be competent at mathematical and dosage calculations.

REASONING ABILITY: Employee responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

WORK ENVIRONMENT: Employee is regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Employee must frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to lift 50 pounds. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date