

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

<b>Position Title</b>	<b>Admitting Clerk</b>	<b>Grade</b>	
<b>Department</b>	Admitting	<b>Exempt</b>	
<b>Immediate Supervisor</b>	Admitting Supervisor	<b>Non-exempt</b>	<b>X</b>
<b>Supervisor next in line</b>	PFS Manager	<b>Workweek</b>	<b>Up to 40</b>

**POSITION SUMMARY**

Complete a thorough and accurate registration in a timely manner.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

High School diploma or equivalent.  
 Previous hospital and switchboard experience preferred.  
 Computer and typing skills necessary.  
 Needs to have good telephone techniques.  
 Must be able to handle multiple duties concurrently while maintaining a positive attitude towards patients and co-workers.

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Interview and register patients into system, prepare all necessary paperwork for patient registrations in a timely manner. Obtain all required signatures.
- 2 Verify and update personal history and all insurance information.
- 3 Scans insurance information, advanced directive and other pertinent documents
- 4 Observes Red Flag policies
- 5 Directs patients and paperwork to proper departments.
- 6 Completes pre-registration duties, prepares visiting physician clinic schedules.
- 7 Makes accurate and timely corrections on medical records (face sheet) and computer data screens.
- 8 Explains financial requirements to the patient or responsible party and collects deposits or deductibles as required.
- 9 Promptly and courteously answers incoming calls on multi line PBX demonstrating proper phone etiquette.
- 10 Utilizes procedures for Code Blue, Miss Red, Code Pink, Disaster Plan D or Bomb Threat.
- 11 Answer patient billing inquiries and receipt payments.
- 12 Maintains confidentiality regarding all patient information.
- 13 Assume additional duties and offer assistance to co-workers when indicated.
- 14 Have admissions open and ready to assist patients by 0700.

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15 Performs morning audit of IP admissions

16 Completes other duties as assigned.

**Knowledge, Skills, Abilities:**

**Knowledge of:**  
 Operation of Multi line PBX.  
 Proper phone etiquette.  
 Department policies and procedures.

**Ability to:**  
 Perform assigned/routine duties independently.  
 Keep all information confidential.  
 Work under stressful conditions.

**Skills:**  
 Computer  
 10 Key

**OCCUPATIONAL EXPOSURE** for this position:

	<b>Category I</b>	Direct contact with blood or other bodily fluid to which universal precautions apply
<b>X</b>	<b>Category II</b>	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	<b>Category III</b>	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
	<b>Other (Specify)</b>	

**PHYSICAL DEMANDS:**  
 (Essential functions strength rating for position - see Job Analysis)

<b>X</b>	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date