

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Clinic CNA
----------------	------------

Department	Physician Office	Exempt	
Immediate Supervisor	Lead Clinic Nurse/Physician	Non-exempt	x
Supervisor next in line	CEO	Workweek	32 - 40

POSITION SUMMARY

- Greet, assist, and directs visitors, patients, staff and other facility callers.
- Performs duties including typing, answering telephones and making copies. Rooming patients, taking vitals.
- Interfacing with facility staff and outside contacts, vendors and the public.
- Pull patient's chart in EMR/prepare paperwork for patients scheduled daily.
- Collect face sheets, super bills, or reports and path reports etc. and forward information to appropriate department for processing.
- Enter patients' demographics. Changes as needed.
- Pre & Post visit checklist.

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.
 - Reading and writing skills.
 - Strong interpersonal skills.
 - Needs to have good telephone techniques.
 - Basic filing, office procedures and word processing.
 - Strong organizational skills and advanced computer skills.
 - Must be able to handle multiple duties concurrently and be able to work in a "team" environment.
 - Advanced computer skills.
- CNA License and/or experience preferred

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

1	Receives and screens phone calls and follow through with messages by making a patient case for nurse/provider.
2	Fax documents for nurse or provider.
3	Help maintain supplies and linens for office.
4	Handles general duties such as typing, phoning, and supplies.
5	Greet patient and get patient's information in patient EMR.
6	Obtains vitals on patients i.e. height, weight, B/P, pulse & vision testing, O2 sat, temp, respirations.
7	Assists Dr. with simple procedures and pap smears, assist to dress/undress patient as needed.

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Clinic CNA
----------------	------------

8	Performs UA dip stick testing and other in-house lab procedure.
9	Assist patients with physical difficulties
10	Take patients and/or specimens to various hospital departments as needed.
11	Clean instruments, package & ready for autoclave.
12	Clean rooms after each patient.
13	Call patients with normal results, if no cell/internet access for patient.
14	Complete pre & post visit checklist.
15	Completes other duties as assigned.

Knowledge, Skills, Abilities:

- Broad scope of CMMC functions and interrelationships.
- Concepts of public/employee relations.
- Proper format for business letters reports policies/procedures etc.
- Resource for pertinent information.
- Central Montana Medical Center policies/procedures.
- English composition, mathematical computations, appropriate office machine capabilities.
- Knowledge of operation with following computer hardware functions as well as knowledge in Word Processing:
 - Computer keyboard /Typewriter
 - Microsoft Word
 - Copy Machines (various models
 - 10 – Key adding machine
 - Fax machine
 - Various printers

Ability To:

- Maintain confidentiality on all Central Montana Medical Center matters.
- Handle numerous projects/problems at the same time with constant interruptions.
- Deal effectively with a variety of personality types.
- Adapt to fluctuation in workload, and take responsibility for managing work hours appropriately.
- Work without supervision.
- Use tact and be sensitive to staff, public, physicians, callers, etc.
- Assume additional duties as needed.
- Communicate effectively verbally, in writing, or personally.
- Use good judgment, seek guidance when necessary, recognize, establish, respond to priorities.
- Maintain confidentiality and accuracy.

OCCUPATIONAL EXPOSURE for this position:

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

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
X	Other (Specify)	Extended periods in front of PC.

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

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

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Clinic CNA
----------------	------------

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