

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

Position Title	DEPARTMENTAL ASSISTANT	Grade	
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Department	REHABILITATION SERVICES	Exempt	
Immediate Supervisor	REHAB THERAPY DIRECTOR	Non-exempt	<b>X</b>
Supervisor next in line	CCO	Workweek	

**POSITION SUMMARY**

Assists rehab therapists in getting patients set-up for treatment, maintains equipment and facilities in department, performs office clerical duties, assists with billing and chart processes, schedules patients, assists rehab manager with appropriate documentation and assigned tasks.

**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, 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 the equivalent

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Answer phone with good etiquette, and schedule outpatient appointments.
- 2 Receive and document in-patient, and swing-bed orders, and notify therapists about orders.
- 3 Keep daily, bi-monthly and monthly departmental statistics and records.
- 4 Greet & assist patients as needed.
- 5 Clean equipment & keep monthly log.
- 6 Keep the Physical Therapy department neat and orderly.
- 7 Test chemical balance in pool.
- 8 Restock linens and supplies. Order supplies.
- 9 Participate in mandatory in-service meetings.
- 10 Attend departmental meetings as required.
- 11 Register new patients and obtain appropriate documentation.
- 12 Assist rehab manager with quality assurance, chart audits, charge audits, Medicare cap tracking, and policies and procedures, etc.
- 13 Enter patient charges into computer.
- 14 Discharge patients on the computer, make sure charts are complete, send discharged chart to medical records.
- 15 Set-up and file appropriate documentation in patient charts.
- 16 Work with medical records on obtaining appropriate documentation for billing.
- 17 Check charts and make sure prescriptions are current.
- 18 Collect appropriate payment for therapy services, give receipt, and send receipt and money to business office.

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- 19 Contact insurance companies to verify and obtain authorization for therapy services as needed.
- 20 Schedule appropriate staff meetings, notify staff of meetings, and take minutes at the meeting.
- 21 Keep monthly charges on private contracts and submit monthly to business office.
- 22 Maintains confidentiality regarding all patient information.
- 23 Verify payroll hours and vacation and return to personnel.
- 24 Perform other related duties as assigned or requested.

**Knowledge, Skills, Abilities:**

**Knowledge** of basic computer skills and mathematical computations.  
**Communication** skills to effectively greet and relate to patients, residents, and families.  
**Ability** to work effectively with co-workers, physicians, and the general public.  
**Ability** to adapt to fluctuations in workload.  
**Judgement** to seek guidance and direction when needed.

**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:

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

**PHYSICAL DEMANDS:**

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

	<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
X	<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