

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	Departmental Assistant	<b>Grade</b>	
<b>Department</b>	REHABILITATION SERVICES	<b>Exempt</b>	
<b>Immediate Supervisor</b>	REHAB THERAPY DIRECTOR	<b>Non-exempt</b>	<b>X</b>
<b>Supervisor next in line</b>	CCO	<b>Workweek</b>	
<b>POSITION SUMMARY</b>			
Assists physical therapist and physical therapist assistant in getting patients set-up for treatment, maintains equipment and facilities in department, performs office clerical duties, assists with billing and chart processes, assists rehab manager with appropriate documentation and assigned tasks.			
<b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b>			
<ul style="list-style-type: none"> <li>● Actions and communications that contribute to a team concept and create a <b>positive</b> environment for <b>all</b> customers</li> <li>● Acceptable performance of essential and all job duties</li> <li>● Acceptable attendance record</li> <li>● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building</li> <li>● Adherence to departmental and facility policies and procedures, compliance monitoring and reporting, and CMMC Code of Conduct</li> <li>● Accountability for the consequences of own actions</li> <li>● Physical and emotional ability to perform essential functions</li> <li>● Acceptable background investigation results if required for position</li> </ul>			
<b>Minimum Education, Experience, Licensure, Certification required:</b>			
High school diploma or the equivalent			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>			
(Must be able to perform with or without accommodation)			
1	Answer phone with good etiquette, and schedule out-patient appointments.		
2	Receive physical therapy, occupational therapy, and speech therapy orders for VVM & notify appropriate discipline.		
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.		
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, 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.		
19	Contact insurance companies to verify and obtain authorization for therapy services as needed.		

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- 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 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 general public.  
**Ability** to adapt to fluctuations in workload.  
**Judgement** to seek guidance and direction when needed.

**OCCUPATIONAL EXPOSURE** for this position:

<b>X</b>	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</b> (Specify)	

**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
<b>X</b>	<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