

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Occupational Health Technician	Grade	
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Department	OCCUPATIONAL HEALTH	Exempt	
Immediate Supervisor	EMPLOYEE HEALTH NURSE	Non-exempt	X
Supervisor next in line	CHIEF CLINICAL OFFICER	Workweek	

POSITION SUMMARY

Assist with the daily activities in the Occupational Health Department. Front and back office medical assistant responsibilities which ensure the delivery of occupational health care and patient management.

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 graduate or equivalent:
- Previous experience in phlebotomy preferred
- Computer and word processing skills preferred.
- Breath and alcohol certification
- Knowledge of medical terminology.

ESSENTIAL FUNCTIONS/DUTIES: (Must be able to perform with or without accommodation)

1. Performs reception duties such as scheduling appointments & procedures; works with all CMMC disciplines to ensure continuity of care; helps to coordinate Occupational Health services.
2. Initiates full registration of clients into CPSI. Conducts registration duties at Health Risk Assessment / Wellness Screenings for outside clients.
3. Answers phone; transfers calls, directs and informs, takes messages and follow-up messages.
4. Obtains authorizations and notifies designated client contacts for treatment and / or selected services.
5. Follows detailed client protocols to ensure appropriate patient care services are performed and documents specific procedures and test results.
6. Performs a variety of patient care activities to include: obtaining vital signs, EKG's, phlebotomy, drug screen collection, and breath alcohol screening / confirmations.
7. Prepares the examination / treatment room for patient services.
9. Disburses forms and instructions to patients at check-out.
10. Organizes and ensures all scanning, filing, faxing, emailing and mailing of clinical service results, as warranted.
11. Maintains drug and alcohol COC's for the length of the DOT requirements.
12. Stocks clinic supplies; calibrates equipment as needed.
13. Works with the Lab and Business Office on Occupational Health billing.
14. Follow up on past due Occupational Health invoices for payment

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15. Participates in rotation for after-hours call schedule to perform drug screens and breath alcohol testing as required.

16. Completes other duties as assigned.

Knowledge, Skills, Abilities:

- **Ability** to read, write, perform mathematical computations, type, and understand basic laboratory functions.
- **Ability** to receive oral instructions resulting in action.
- Ability to maintain patient confidentiality.
- Ability to independently exercise judgment and perform routine duties accurately with minimal supervision.
- **Ability** to collection specimens by venipuncture and capillary in a safe manner.
- **Communicate** effectively with patients, families, co-workers, clients and the public.
- **Ability** to organize and prioritize multiple tasks with numerous interruptions.
- **Knowledge** of medical terminology and general hospital /laboratory functions.
- **Knowledge** of 49 CFR Part 40 DOT drug and alcohol testing regulations.
- **Experienced** urine specimen collector and Breath Alcohol Technician (BAT)
- **Willingness** to adapt to schedule changes, assume additional duties when requested and offer assistance to others.
- **Exhibits** good hand-eye coordination and manual dexterity.

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	
X	Noise	
X	Other (Specify)	Exposure to infectious and odorous specimens Subject to electrical and radiant hazards Subject to toxic, caustic, and odorous chemicals Frequent prolonged standing and bending

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

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