

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Physical Therapy Aide I	Grade	
Department	REHABILITATION SERVICES	Exempt	
Immediate Supervisor	REHAB THERAPY DIRECTOR	Non-exempt	X
Supervisor next in line	CCO	Workweek	
POSITION SUMMARY			
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.			
Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:			
<ul style="list-style-type: none"> ● 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 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.		

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Physical Therapy Aide I	Grade	
-----------------------	-------------------------	--------------	--

- 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:

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	
	Other (Specify)	

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