

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>Unit Clerk</b>	<b>Grade</b>	
<b>Department</b>	Acute Care	<b>Exempt</b>	
<b>Immediate Supervisor</b>	AC Coordinator	Non-exempt	<b>X</b>
<b>Supervisor next in line</b>		Workweek	Up to 40
<b>POSITION SUMMARY</b>			
<p>Attends nursing station and performs clerical and reception duties.  Requisitions supplies, equipment, and services as directed.  Coordinates, communicates, and organizes information for staff, physicians, patient/families, public and other departments.</p>			
<p><b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b></p> <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, education requirements, 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>			
<p>High School or equivalent  On the job training or sufficient previous experience  Must have CNA certification</p>			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>			
(Must be able to perform with or without accommodation)			
1	Maintains established department policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.		
2	Prioritizes work and provides prompt and efficient service		
3	Organizes and maintains chart flow by transcribing orders, assembling charts, updating charts, organizing charts, copying charts and locating old charts.		
4	Keeps patient records current.		
5	Performs clerical duties related to procedures such as admission, discharge, transfer and death, including processing ordered lab, x-ray, and CPC procedures.		
6	Coordinates communication by relaying orders, answering and transferring phone calls, greeting patients and visitors, answering call lights, responding to ambulance calls, coordinating ambulance transfers, communicating crisis information, communicating referrals to other departments, coordinating OR crew call back, and updating the daily call sheet and worksheet.		
7	Coordinates department and inter-department activities by keeping track of types and numbers of admissions using census form, keeping track of all room charges for facility on daily census, scheduling OR and ER procedures, insuring proper diets are ordered, and updating inter-shift report form.		
8	Types reports, photocopies information, files information, faxes information, and answers the telephones, takes messages and directs calls		
9	Requisitions supplies, maintenance and repair services, and prepares related forms. Keeps stock and equipment inventories.		

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- 10 Maintains a safe environment by locking and unlocking facility entrance doors and monitoring the ER entrance video camera and alarm system.
- 11 Able to provide care to patients following CNA job description.
- 12 Performs the duties of the admitting clerk according to that job description.
- 13 Completes other duties as assigned.

**Knowledge, Skills, Abilities:**

**Ability** to work independently  
**Ability** to prioritize -- good organizational skills  
**Ability** to maintain a positive relationship with co-workers  
**Ability** to maintain filing system, logs, patient charts  
**Has** a positive attitude  
**Good** public relations skills  
**Has** necessary skills to use the following:

Computer	Alarm system	Ambulance radio
Telephone	Nurse call system	Security system
Fax machine	Paging system	
Photocopier	Addressograph machine	
Typewriter		

**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>X</b>	<b>Noise</b>	Busy open environment with constant interruptions by communication equipment and people.
<b>X</b>	<b>Other</b> (Specify)	May be in contact with combative and confused persons at time.

**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