



POSITION DESCRIPTION

I. IDENTIFICATION:

EMPLOYEE NAME: _____

TITLE: **ADMITTING CLERK/RECEPTIONIST/PBX OPERATOR**

DEPARTMENT: Admitting

SUPERVISOR: Admitting Manager/Lead Admitting Clerk

II. POSITION SUMMARY:

Under the direction of the Admitting Manager/Lead Admit Clerk, the Admitting Clerk is responsible for all duties related to the admitting, receptionist, and PBX. The clerk is responsible for promoting positive communications with all departments within the hospital and affiliated agencies including but not limited to physician's offices and insurance companies.

III. ESSENTIAL FUNCTIONS:

Admitting Clerk Functions: The Admitting Clerk is responsible for processing registrations of all inpatients and outpatients. The Admitting Clerk has initial contact with all patients admitted to the hospital and is responsible for completing and verifying all registration information for accuracy. The Admitting Clerk is responsible for obtaining all signatures from patients admitted to the hospital. The Admitting Clerk is responsible for the creation and completion of a financial folder for all patients admitted to the hospital. Insurance verification may be part of the Admitting Clerk's duties. The Admitting Clerk is responsible for faxing all facesheets to appropriate doctor's offices and/or clinics. The Admitting Clerk is responsible for the creation and accuracy of the hospital census reports that are distributed throughout the hospital. The final census report generates room charges for all in-house patients; this is the responsibility of the Admitting Clerk.

Receptionist Functions: The Admitting Clerk is responsible for all receptionist duties for the hospital including but not limited to: signing in and directing visitors to the appropriate areas of the hospital.

PBX Functions: The Admitting Clerk is responsible for operation of the hospital PBX system to relay incoming and outgoing calls as necessary. The Admitting Clerk will be responsible for overhead pages for the hospital, including code situations. The Admitting Clerk will have access to an up-to-date extension list and an up-to-date pager list for employees.

IV. **EDUCATION/EXPERIENCE REQUIREMENTS:**

High school graduate or equivalent, Medical Assistant – preferred. Basic typing skills required with ability to use office equipment required; basic course in medical terminology preferred.

V. **PHYSICAL DEMANDS**

- a. Physical Activity - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical requirements are in excess of sedentary work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails push and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of the material is negligible.
- b. Working Hazards or Risks – potential for musculoskeletal injuries related to moving and working with files and office equipment.
- c. OSHA Blood Borne Risk Category III.

I have received a copy of this Position Description and its contents have been reviewed with me.

Employee Signature

Date