

 Oroville Hospital	Job Description for Department Secretary		Department:	Cardiopulmonary/ Respiratory Therapy
			Dept.#:	7720
	Last Reviewed:	05/08; 08/12		
	Last Updated:			

Reports To

Director of Cardiopulmonary

Job Summary

The Cardiology Secretary provides clerical assistance to the cardiopulmonary department.

Duties

1. Organize and maintain office work including typing, filing, and recording, computing, maintaining, disbursing and collecting all information needed for Cardiopulmonary
2. Receive and screen all phone calls into department, and contact therapist to respond to appropriate areas when necessary by telephone or by beeper system
3. Disburse all outgoing mail to specific compartments in Medical Records department
4. Compose, route and file correspondence; prepare confidential and special reports, including statistical monthly data
5. Download and mail out monthly AVL data
6. Calculate time cards when the Director of Cardiopulmonary is un-available to do so and take to Payroll
7. Maintain department specific personnel files
8. File all monthly statistics and disbursement total reports
9. Schedule all staff meetings and in-services
10. Attend staff meetings and record minutes
11. Collect data for IOP studies and type all IOP reports
12. Maintain all department specific manuals
13. Type all new and revised Policy and Procedures
14. Maintain commendable points for yearly evaluation
15. Copy and distribute test results to in-patient charts and copy and mail results to ordering physician for out-patient procedures
16. Schedule out-patient appointments and call the day before to remind the patient about the scheduled appointment

17. Maintain in-patient and out-patient billing on a daily basis, making entries into the on-line computer system
18. Record daily refrigerator temperature
19. Compute Low Census hours on a monthly basis
20. Will perform other related duties as may be required.
21. Archive ASG data Monday, Wednesday and Friday
22. Order medication for department weekly
23. Will bill charges for Skilled Nursing Facility
24. Staff for needed shift coverage
25. Clean equipment when necessary
26. Work in Cardiology when necessary
27. Daily order non-stock items for supply room
28. Daily stock floors with supplies and charting forms

Qualifications

1. High school graduate or equivalent preferred

Lifting Requirements

Sedentary – generally lifting not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as manuals, files and small items.