


OROVILLE HOSPITAL
JOB DESCRIPTION

 Oroville Hospital Job Description for UNIT CLERK	Department:	Ambulatory Care Services
	Dept.#:	7760
	Last Reviewed:	
	Last Updated:	

TITLE: UNIT CLERK

DEPARTMENT: AMBULATORY CARE

REPORTS TO: CLINICAL SUPERVISOR OF AMBULATORY CARE SERVICES

NATURE OF POSITION:

The Unit Clerk performs general clerical duties and is in charge of maintaining the charts. The Unit Clerk assists in coordinating interdepartmental patient activities. The Unit Clerk works closely with the Charge Nurse to ensure physicians orders are noted.

REQUIREMENTS:

- High school graduate or equivalent.
- Experience required in practices and procedures of the hospital.
- Medical terminology.
- Telephone Skills
- Ability to prioritize multiple duties.

SKILLS:

- Must perform assigned duties completely and accurately, with the ability to carry out repetitive operations under specific instruction and in accordance with the established procedures..

PROFESSIONAL DEVELOPMENT:

- Attends mandatory fire/safety inservice yearly and appropriate inservice classes as suggested by the charge nurse or department head.

OROVILLE HOSPITAL JOB DESCRIPTION
AND PERFORMANCE EVALUATION
AMBULATORY CARE UNIT CLERK

1. Identify charts/completed pre-op charts are kept at desk blue charts are in-patients/pink charts are out-patients.
2. Maintain green Rand cards for charges.
3. Collect all necessary records.
 - . From the Lab: Find in a SDS folder, check off in notebook next to folder and initial.
 - . From Medical Records: Place history and physical on charts. Place old chart in current chart. Determine which H&P you do not have. Which old charts you do not have and call medical records and transcription and advice.
 - . Obtain all old charts for surgery and special procedures for the day.
 - . EKG and X-ray reports from respective departments.
 - . Record all necessary information on appropriate form
4. Medical record and account number on census sheets and patient's room number
 - . Arrival time on census sheet and SP/SDS record
 - . Patient weight on SP/SDS form
 - . Note departure time to surgery on census sheet
 - . Note return from surgery on census sheet
 - . Record departure home time on census sheet
5. Post-Operative
 - . In-Patients: Responsible for belongings in provided personal belongings bag and route to assigned room via pink lady.
 - . Out-Patient: Follow up doctors appointments to be made complete an appointment card write information on the post-op instruction sheet attach card to patient's copy of instructions sheet.
 - . Take home prescription: Determine pharmacy of choice from SDS nurse's notes and phone RX in. Write RX on discharge instruction sheet with all information including number of pills.
6. Obtain census sheet from HIS and highlight as follows:
 - A) Green-all Special Procedures
 - B) Blue- all endoscopies
 - C) Red-all surgeries
7. Calls transporter to take patients to surgery when surgery calls.
8. Answer phones and schedules patient procedures/and records them into computer. Updates computers each AM for the upcoming days, including date of birth, telephone number, insurance and diagnosis and physician.
9. Charge Posting: Each patient will have a SDS charge form.

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10. Miscellaneous Duties:

- Break down charts according to chart order list entering time out and date on face sheet. All completed charts are routed to Medical Records. Place new broken down charts inside the patient's old chart, if available.
- Prepare for next day's work: Print a surgery schedule/special procedures schedule.
- On a daily census list all patients per room number complete information as required.
- Copies: Surgery schedule (6)
- Daily Census (5)
- Original to staffing:
- Copy to:
 - Medical Records, Social Services, Ambulatory Care, Environmental Services, SwitchBoard.
- Fax chemo orders to pharmacy for next day

11. Answers phones, politely giving unit, name and title.

12. Demonstrates reliability and flexibility with work schedule. Rarely sick or absent due to personal issues.

13. Assists in keeping area neat, orderly and quiet.

14. Performs other duties within the scope of his/her abilities as assigned by the charge nurse.

15. Consistently is on time and ready for work at the start of the shift.

16. Able to take and record vital signs (Pulse, BP, Temp)

NAME:		DATE OF HIRE:	
DEPARTMENT: Ambulatory Care Services		POSITION: Unit Clerk	
STANDARDS OF PERFORMANCE			
(0) DOES NOT MEET STANDARD		(1) MEETS STANDARD	
RESPONSIBILITIES		STANDARDS OF PERFORMANCE	
		0	1
1. Observance of working hours			
2. Attendance			
3. Observance of Safety Rules			
4. Quality of work			
5. Amount of work			
6. Ability to organize own work			
7. Initiative			
8. Cooperation			
9. Adaptability			
10. Relation to others			
11. Judgement			
12. Ability to learn			
13. Dependability			
14. Appearance			
15. Identify charts by room number (Blue backs are in patients/pink charts are out-patients).			
16. Maintain green Rand for charges			
17. Collect from medical records: History and physical/old chart/ EKG and X-ray reports.			
18. Provide surgery with a copy of scheduled special procedures and X-rays for the next day. Provide admitting with a copy of several days scheduled procedures. Update computer daily for special procedures.			
19. Census sheet and SP/SDS record – Record all necessary information on appropriate form- Medical record number on census sheets.			
. Arrival time on census sheet and SP/SDS record			
. Patient weight on SP/SDS form			
. Note departure time to surgery on census sheet			
. Note return from surgery on census sheet			
. Record departure home time on census sheet			
20. Post-operative: In-patients: Personal belongings in provided personal belongings bag are to be routed to assigned room via pink lady			
. Out-patient: Follow up doctors appointments to be made, complete an appointment card, write information on doctors orders and on the post-op orders and attach card to patient's copy orders			
21. Dispatches transporters appropriately			

STANDARDS OF PERFORMANCE

(0) DOES NOT MEET STANDARD

(1) MEETS STANDARD

RESPONSIBILITIES

STANDARDS OF PERFORMANCE

0

1

22. Brake down charts according to chart order list entering time out and date on face sheet. All completed charts are routed to medical records.

23. Prepare for next days work; print a surgery schedule and special procedures schedule determine bed assignment

- On a daily census list all patients per room number complete information as required.

- Complete work assignment sheet as required

24. Order supplies

25. Answers phones politely giving unit, name and title

26. Demonstrates reliability and flexibility with work schedule. Rarely sick or absent due to personal issues

27. Does not allow outside commitments or personal issues to interfere with the work schedule

28. Assists in keeping area neat, orderly and quiet

29. Performs other duties within the scope of his/her abilities as assigned by the charge nurse

30. Consistently is on time and ready for work at the start of the shift

EDUCATIONAL NEEDS IDENTIFIED:

EMPLOYEE COMMENTS:

EMPLOYEES SIGNATURE:

DATE:

MANAGERS COMMENTS:

MANAGERS SIGNATURE:

DATE: