

 Oroville Hospital	Job Description for Unit Clerk	Department:	Medical/Surgical Departments
		Dept.#:	6171, 6172, 6173
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Nurse Manager

Job Summary

The Unit Clerk performs general 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 physician's orders are noted.

Duties

1. Demonstrates professional responsibility in role of Unit Clerk

- a) Complies with personnel policies
- b) Takes action based on constructive performance evaluations and feedback
- c) Maintains confidentiality when interacting with patient's families personnel and the public
- d) Completes all shift duties prior to end of shift
- e) Attends 75% of scheduled staff meetings
- f) Arrives on time consistently
- g) Orients new employees
- h) Floats between units

2. Accurately performs clerical duties

- a) Orders tests and procedures accurately
 - (1) Laboratory requisitions
 - (2) X-ray
 - (3) EKG
 - (4) EEG
 - (5) Physical therapy
 - (6) Occupational therapy
 - (7) Occupational therapy
 - (8) Dietary
 - (9) Special procedures

- b) Arranges patient transfers and photocopies charts for transfers
- c) Arranges appointments for patients
- d) Transcribes all physicians orders on to Kardex and MAR accurately
 - (1) Initials all transcriptions
- e) Files all incoming chart information in proper sequence
- f) Screens charts for completeness
 - (1) Notes missing signatures
- g) Tears down charts in proper sequence
- h) Demonstrates telephone skills
 - (1) Knowledge of all phone functions
 - (2) Politely answers all calls
 - (3) Identifies Unit, name and title
 - (4) Demonstrate how to place emergency calls
 - (5) Calls physicians when requested

3. Informs staffing office of all admissions, transfers and discharges as they occur

- a) Reports incoming information to Charge Nurse
- b) Relates unit policy regarding visitors to family and friends
- c) Accurately gives report to on-coming unit clerk

4. Unit Duties

- a) Maintains neat and orderly desk work area
- b) Orders and stocks unit supplies

Qualifications

1. High School Graduate
2. Medical Terminology
3. Computer skills
4. Telephone skills
5. Ability to prioritize multiple duties

Lifting Requirements

Sedentary – frequently carries 10 pounds or less and occasionally carrying such items as binders, charts, etc. up to 25 pounds.