

Ocala Orthopaedic Surgery Center Job Description	Job Title:	Patient Admission Clerk
	Reports To:	Center Leader
	FLSA Status:	Non-Exempt
	Date Revised:	Mar-21

POSITION SUMMARY:

Patient Admission Clerk is a non-licensed employee who screens the patients for possible COVID infection in the vestibule or exposure and reports to the Front Desk, Nursing Department and Business Office.

QUALIFICATIONS:

- High School Diploma or GED
- Ability to speak and understand the English language
- Strong ethical and moral character references
- Basic computer skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lobby/Vestibule:

- Assemble appropriate supply of masks, hand sanitizer, pens, attestation forms, clipboards and keep tidy
- Greet patient and introduce self, confirm identifiers
- Maintain social distancing by admitting one patient at a time through the lobby door
- Ensure patient has a face covering on. If the patient arrives wearing a bandana or if their mask is soiled or ill fitting, a disposable surgical mask will be provided to the patient immediately
- Complete temperature check per facility policy and document accurately. Communicate with nursing staff immediately if temperature is >99.9
- Ensure completion of COVID-19 attestation that patient has quarantined since COVID test and remains symptomatic. Notify nursing staff and front desk if patient did not quarantine
- Direct patient to sanitize hands
- Accompany patient to assigned chair in lobby to maintain social distancing
- Give receptionist the completed attestation to place in patient folder
- Follow same admission process for essential visitors as directed by supervisor
- Follow all Infection Control policies and procedures
- Perform appropriate hand hygiene before and after each patient encounter
- Clean and disinfect all high touch surfaces and equipment between patients
- Maintain safe environment
- Complete frequent lobby restroom checks to keep toilet paper, paper towels and soap adequately stocked
- Keep floor free from debris, clean, and sanitize touchable surfaces
- Communicate to Stage II / PACU nurses about driver status
- Regular and predictable attendance
- Perform other duties as assigned

Infection Control:

- Wear appropriate attire and PPE
- Follow universal precautions
- Practice recognized principles of cleanliness and sanitation

Safety Considerations:

- Provide for patient safety during admission to the center
- Escort or transport patients safely
- Correctly handle hazardous and contaminated materials
- Demonstrate fires safety
- Demonstrate knowledge of facility disaster plan

Administrative Functions:

- Participate as a team member
- Participate in Quality Assessment/Performance Improvement Activities
- Use proper resource personnel
- Demonstrate cost-effectiveness by using supplies appropriately and replacing supplies in a timely manner

Planning:

- Organize activities in a logical sequence
- Coordinate use of supplies and equipment for patient care
- Control environment

Equipment and Supplies:

- Assure thermometers and hand sanitizers are functioning before use
- Operate equipment according to manufacturer's instructions
- Remove malfunctioning equipment from use
- Communicate supply needs

Respect Patient Rights:

- Demonstrate awareness of the individual rights of the patient
- Provide privacy through maintaining confidentiality
- Provide privacy through physical protection

- Identify ethnic and spiritual beliefs

Teamwork

- Work well with others – be a team member
- Report observed or suspected safety violations, hazards, and policy/procedure non-compliance to Safety Officer or other designated person, following the Chain of Command
- Participate in staff meetings, in-services, committees, and continuing education as required
- Supports the Center's ideology, mission, goals, and objectives
- Performs in accordance with the Center's policies and procedures
- Conducts self as a positive role model and team member
- Follows the Center's standards for ethical business conduct
- Recognizes patients' rights and responsibilities and supports them in performance of job duties

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages

LANGUAGE SKILLS:

Ability to understand, read, write, and speak English, if bilingual Center, bilingual language is required. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to successfully write business correspondence. Ability to effectively present information, respond to questions, and professionally interact with healthcare team, clients, vendors, and the general public.

REASONING ABILITY:

Demonstrates an ability to recognize and define problems, collect data, establish facts, draw valid conclusions, and correct errors. Ability to interpret a variety of instructions and forms to understand abstract and concrete variables. Ability to think critically using inductive and deductive reasoning.

PHYSICAL DEMANDS:

- Ability to sit, stand and walk for long periods of time, i.e., 6-8 hours per day
- Ability to exert maximum muscle force to lift, push, pull, or carry objects up to 50 pounds in weight
- Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously without "giving out" or fatiguing
- Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Ability to position or transport patients, prepare medical procedure rooms, or set up patient care equipment
- Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
- Ability to keep or regain your body balance and stay upright
- Ability to exert yourself physically over long periods of time without getting winded or out of breath
- Ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears
- Specific vision abilities for close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT:

- Days and hours of work may vary to meet patient needs
- The Center is a well-lit, ventilated and climate controlled environment. The Center may require decreased lighting to meet patient care needs, such as laser rooms and some OR/Procedure rooms
- Staff will work with medical and office equipment, some of which will have moving parts
- Noise level is usually quiet to moderate
- Staff may have exposure to blood and other potentially infectious body fluids and materials or toxic chemicals and cleaning solutions
- The Center procedure rooms are often small, and due to equipment may have little room to work around and may necessitate reaching, pulling, pushing
- Staff will work in close proximity to patients and co-workers

I have read the job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Center's policies, procedures and code of conduct. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

This document will be placed in the employee's Human Resource file.