



**North Eastman Health Association Inc.
Job Description**

Admitting Clerk

Position Summary

To work under supervision to ensure accurate completion of admission and discharge procedures, accurate completion of out patient forms and maintenance of the established policies and procedures of the department.

Reports To: Care Team Manager

Union: MGEU – Facility Support

Std Grp. 67A

Qualifications:

Education and Experience

- Minimum Grade 12 education.
- Medical Terminology Certificate required.
- Excellent typing skills with a minimum of 60 wpm with accuracy and good set-up.
- Previous experience in a health care setting.
- Current experience with ADT systems.

Position Duties and Responsibilities:

1. Ensures all admission information is complete, correct, and updated on the ADT System.
2. Maintain an updated inpatient list on the ADT System.
3. Provides limited receptionist duties, i.e. direct public to necessary areas, escorts newly admitted patients to the ward.
4. Maintain in-pt. register, OPD register, surgical procedures register and death register.
5. Responsible for processing Outpatient and Day Care forms involving updating the ADT System for patients first contact, and ensuring deficiencies are completed.
6. Responsible to ensure all late reports from lab and x-ray are matched with outpatient forms.
7. Compile information from OPD form to correct columns in OPD register.
8. Compile month end stats from ADT System.
9. Responsible for filing all Outpatient and Day Care forms after checking for completion.
10. Maintain an addressograph card system, including filing and/ or initiating same.

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11. Responsible for assignment of a medical record inpatient number to new patients.
 12. Routine duties shared by all members of the department including filing, answering telephone, inquiries, preparing charts for storage, photocopying and other duties as assigned.
 13. Relief at HIT desk as necessary.
 14. Pre number forms.
 15. Color code and year label with fasteners, charts to new patients or convert old charts to system.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date

NOTE: Original Signed and Dated November 26, 2007