

Admissions Clerk

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Name: _____ **Date of Hire:** _____

Department Assigned: _____ **Supervisor:** _____

Shift Assigned: _____ **Duty Hours:** _____

Purpose of Your Job Position

The primary purpose of your job position is to obtain required information and admit residents in an efficient manner, in accordance with established policies and procedures, and as directed by your supervisor.

Delegation of Authority

As **Admissions Clerk**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Miscellaneous Information	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓ = NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (✓ = YES)	MINIMUM Weight Lifting Requirements Apply to Task (✓ = YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = YES)	Performs Function Satisfactorily (✓ = NO)	Needs In-Service Training (✓ = YES)
Duties and Responsibilities							
Administrative Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Receive and follow work schedule/instructions from your supervisor and as outlined in our established policies and procedures.	3						
Assist in interviewing residents/guardians/sponsors and obtaining required admission information and signatures.	3						
Assist in the resident admission orientation program in accordance with our established policies and procedures.	3						
Admit and prepare identification records for residents in accordance with established policies and procedures.	3						
Maintain an accurate record of available beds.	3						
Admit, transfer, and discharge residents in accordance with established policies and procedures.	3						
Develop and maintain a good working rapport with inter-department personnel, as well as other departments within the facility.	3						
Provide residents with admission information packet (e.g., resident rights, notice of privacy practices, admissions contract, etc.). Review as necessary.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Administrative Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Obtain the resident/guardian's signature on all required permits, releases, authorizations, etc.	3						
Maintain a current listing of all residents and assigned room numbers. Provide copies of such listing to nursing service, management, government agencies and personnel, etc., as necessary and in accordance with our privacy rules.	3						
Attach preadmission documentation to admission papers as appropriate.	3						
Perform secretarial duties as necessary.	3						
Assure that work/assignment areas are clean and records, files, etc., are properly stored before leaving such areas on breaks, end of work day, etc.	3						
Assist in developing procedures to ensure records are properly completed before filing.	3						
Collect, assemble, and check admission papers. Forward to appropriate department.	3						
Obtain the resident's assigned room number. Place on all necessary admission papers.	3						
Forward completed medical records to the Health Information/Medical Records Department as appropriate.	3						
Maintain a record of authorized information taken from records i.e., type information, name of recipient, date, department, etc., in accordance with our facility's established privacy policies and procedures.	3						
Abstract information from records as authorized/required for insurance companies, Medicare, etc.	3						
Notify nursing service when the resident has arrived at the facility to assure that a member of the nursing staff escorts the resident to his/her assigned room.	3						
Maintain various registries as directed including register for admission and discharge of residents.	3						
Review/explain the resident, and/or guardian, room rates, billing procedures, visitors/guest privileges, restrictions, resident care procedures, etc., as appropriate.	3						
Establish and maintain resident master card file.	3						
Notify nursing service and call for assistance, as necessary, if resident is disturbed/violent upon admission or if resident shows symptoms of infectious/communicable disease.	2						
Refer admission problems to proper authority, i.e., office supervisor, credit manager, nursing service, social services, etc.	3						
Maintain a resident waiting list in accordance with established policies and procedures.	3						
Keep abreast of current Medicare/Medicaid regulations governing admission/discharge requirements of health care facilities.	3						
Maintain daily and monthly census report as directed.	3						
Assist the MDS Coordinator in scheduling resident assessments.	3						
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Duties and Responsibilities (continued)							
Administrative Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Perform miscellaneous duties and assist business office personnel as required/directed.	3						
Assume the administrative authority, responsibility, and accountability of performing the assigned duties of the Admitting Clerk.	3						
Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Report any known or suspected unauthorized attempt to access facility's information system.	3						
Other related duties and responsibilities that may become necessary to assure that the needs of the facility are met.	3						
Committee Functions							
Serve as secretary to various committees as directed.	3						
Personnel Functions							
Report known or suspected incidents of fraud to the Administrator.	3						
Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.	3						
Staff Development							
Attend and participate in facility mandatory in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.).	3						
Attend and participate in workshops, seminars, etc., as approved.	3						
Safety and Sanitation							
Report all unsafe/hazardous conditions, defective equipment, etc., to your supervisor immediately.	3						
	Risk Exposure	Essential	Repetitive	Weight Lifting Required	Prolonged Sitting, Standing	Perform Functions	Needs Training

Duties and Responsibilities (continued)							
Equipment and Supply Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Ensure supplies have been replenished in work areas as necessary.	3						
Budget and Planning Functions							
Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc.	3						
Resident Rights							
Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.	3						
Knock before entering a resident's room.	3						
Assure that residents' rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are followed.	3						
Ensure resident's valuables are inventoried and deposited or a "Release from Responsibility" form is signed in accordance with established policies and procedures.	3						
Provide resident/family with information concerning resident funds, resident rights, advance directives, etc.	3						

Working Conditions

Works in office areas as well as throughout the facility.

Moves intermittently during working hours.

Is subject to frequent interruptions.

Works beyond normal working hours on weekends and holidays, and on other shifts/positions when necessary when necessary.

Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).

Attends and participates in continuing educational programs.

Is subject to injury from falls, burns from equipment, odors, etc., throughout the day, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.

Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc.

Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.

Is involved in community/civic health matters/projects.

Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.

Communicates with the medical staff, nursing personnel, and other department directors.

Maintains a liaison with the residents, their families, support personnel, etc., to assure that the residents' needs are continually met.

May be subject to the handling of and exposure to hazardous chemicals.

Education

Must possess, as a minimum, a high school diploma or GED.

Experience

Must be able to type a minimum of 35 words per minute and use a 10-key calculator.

On-the-job training provided in admission procedures.

Specific Requirements

Must be able to read, write, speak, and understand the English language.

Must possess the ability to make independent decisions when circumstances warrant such action.

Must possess the ability to deal tactfully with personnel, residents, visitors and the general public.

Must be calm and levelheaded in emergencies.

Must be well groomed and possess ability to work harmoniously with other personnel.

Must possess the ability to minimize waste of supplies, misuse of equipment, etc.

Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing admission practices.

Be able to follow written and oral instructions.

Be knowledgeable in the use of computers, data input/retrieval/output functions, etc.

Must have patience, tact, cheerful disposition and enthusiasm, as well as must be willing to handle residents, staff, and visitors, based on whatever maturity level at which they are currently functioning.

Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.

Must be able to speak and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.

Must function independently, have flexibility, personal integrity, and the ability to work effectively with other personnel.

Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.

Must be able to operate office, business and accounting machines.

Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Admissions Clerk** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____

Signature-Admissions Clerk: _____

Date: _____

Signature-Administrator: _____

Job Position Analysis Information**¹ Risk Exposure to Blood/Body Fluids Column:**

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1** = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2** = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3** = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential Functions Column:

A ✓ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A ✓ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A ✓ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A ✓ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check ✓ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A ✓ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.