



<b>UNIT SECRETARY</b>			
<b>Date:</b>	<b>Last Revision Date:</b> January 1, 2017		
<b>Facility Name:</b>			
<b>Employee Name:</b>	<b>Reports To:</b>		
<b>Department:</b> Nursing	<b>EEO-1 Category/WC Code:</b> 14 / 8810		
<b>FLSA Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Job Grade:</b>		
<b>JOB SUMMARY</b>			
Performs the duties of a receptionist and assists with all the clerical duties on the patient unit. Integrates the hospital's mission and "Guiding Principles" into daily practice.			
<b>ESSENTIAL FUNCTIONS</b>			
Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
1. Greet and assist patients and visitors; answer phones and relays messages.			
2. Prepare and complete paperwork such as patient records, charts, discharge orders, etc.			
3. Communicates physicians' orders to interdisciplinary team and ancillary services.			
4. Coordinates and schedules all patient appointments.			
5. Completes and distributes the applicable form to Billing and Medical Records to ensure charges are billed appropriately to patient accounts.			
6. Telemetry functions if provided: <ul style="list-style-type: none"> <li>• Provides consistent monitoring and description of telemetry alarms.</li> <li>• Reports any identified alarms and life threatening dysthymias'.</li> <li>• Notifies the patient assigned nurse of rhythm changes.</li> <li>• Responsible for monitoring telemetry supplies.</li> </ul>			
7. Performs other duties as assigned to support overall effectiveness of the department.			
<b>E = Exceptional S = Successful N = Needs Improvement</b>			<b>Total #</b>

<b>CONTACTS</b>	
<b>Supervises</b>	<input type="checkbox"/> Approx # of direct reports _____ <input type="checkbox"/> Approx # of indirect reports _____ <input checked="" type="checkbox"/> No supervisory responsibilities <input type="checkbox"/> No supervisory responsibilities, but may serve as mentor to others in the dept
<b>Age of Patient Populations Served</b> <i>(check all that apply)</i>	<input type="checkbox"/> Pediatrics <input checked="" type="checkbox"/> Adolescents <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Geriatrics <input type="checkbox"/> No direct patient contact
<b>Internal Contacts</b> <i>(check all that apply)</i>	<input checked="" type="checkbox"/> Patients <input checked="" type="checkbox"/> Providers (i.e., physicians) <input checked="" type="checkbox"/> Staff (i.e., clinical and admin support staff) <input checked="" type="checkbox"/> Volunteers <input type="checkbox"/> Others: _____
<b>External Contacts</b> <i>(check all that apply)</i>	<input checked="" type="checkbox"/> Patients <input checked="" type="checkbox"/> Providers <input checked="" type="checkbox"/> Vendors <input type="checkbox"/> Community agencies and advocates <input checked="" type="checkbox"/> Regulatory agencies <input type="checkbox"/> Others: _____
<b>MINIMUM JOB REQUIREMENTS</b>	
<b>Minimum Education and Experience</b>	<ul style="list-style-type: none"> <li>• One year of clerical or administrative assistant experience preferred.</li> <li>• Two (2) years' experience in health care setting preferred</li> <li>• EKG certification preferred for positions including telemetry functions</li> </ul>
<b>Required Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrates general computer skills including: data entry, word processing, email, and record management.</li> <li>• Effective organizational and time management skills.</li> <li>• Effective written and verbal communication skills.</li> <li>• Must have high level interpersonal skills</li> <li>• Ability to maintain quality and safety standards.</li> <li>• Ability to maintain proper levels of confidentiality.</li> <li>• Ability to work closely and professionally with others.</li> <li>• Ability to maneuver within a medical record</li> <li>• Ability to work on issues of a sensitive nature</li> </ul>

## PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift.

<b>General Activity</b>	<b>Number of Hours</b>					
		1-2	2-4	4-6	6-8	None
	Stand/Walk		X			
	Sit		X			
Drive					X	
<b>Motion</b>		<u>Up to 1/3 of the time</u>		<u>1/3 or more of the time</u>		
	Bend			X		
	Squat	X				
	Crawl	X				
	Climb	X				
	Reach			X		
	Lift	X				
	Carry	X				
	Push	X				
Pull	X					
<b>Use of Hands/Feet</b>		<u>Gross Motor Function</u>		<u>Precise Motor Function (Fine Manipulation)</u>		
	Right Hand	X		X		
	Left Hand	X		X		
	Right Foot	X				
Left Foot	X					
<b>Weight Lifted/Force Exerted</b> <i>Show how much weight or force and how often by checking the appropriate boxes.</i>		<u>Up to 1/3 of the time</u>		<u>1/3 or more of the time</u>		
	Up to 10 lbs	X				
	Up to 25 lbs					
	Up to 50 lbs					
	Up to 100 lbs					
	More than 100 lbs					
<b>Body Fluid Exposure</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
<b>List any other physical requirements:</b>	<ul style="list-style-type: none"> <li>Sufficient manual dexterity to operate equipment and computer keyboard</li> <li>Close vision and the ability to adjust focus</li> </ul>					

**I have read this job description and understand the information outlined above.**

Employee Name (*Please Print*) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Name and Job Title (*Please Print*) \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date: \_\_\_\_\_

<b>REVISION HISTORY (HR USE ONLY)</b>
1/2013, 3/15/2016