

**WEST PARK HOSPITAL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Clerical Assistant

DEPARTMENT: Patient Financial Services

REPORTS TO: PFS Assistant Director

JOB SUMMARY: Daily scanning and cataloguing of files on PFS shared drive. Post payments in Etreby, Meditech, and LSS. Bi-weekly shredding.

AGE SPECIFIC TO PATIENT FINANCIAL SERVICES:

CULTURE/RELIGIOUS ASPECTS: Employee will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

ESSENTIAL FUNCTIONS:

1. Scans in daily cash files, daily collector files, and refund files.
2. Posts payments to Etreby Pharmacy System.
3. Posts cash payments to Meditech/LSS.
4. Performs Bi-Weekly Shredding for Department.
5. Acts as mail room back up.

SECONDARY FUNCTIONS:

1. Acts as PBX back up, as directed by supervisor.
2. Assist walk-in patients if needed.
3. Assists with special projects as needed.

SPECIFICATIONS:

EDUCATION: High School diploma or equivalent preferred.

LICENSE: None

EXPERIENCE: General office experience preferred.

SKILLS: Computer and typing needed.

WORKING CONDITIONS: Works in a clean, heated, and air-conditioned area.

PHYSICAL DEMANDS: Long periods of standing or sitting. Normal hearing and sight are necessary.

My job requires that I lift:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A. Up to 10 lbs.			X	
B. 11 - 24 lbs.		X		
C. 25 - 34 lbs.		X		
D. 35 - 50 lbs.		X		
E. 51 - 74 lbs.	X			
F. 75 - 100 lbs.	X			
G. Above 100 lbs. STATE WEIGHT	X			
H. STANDING			X	
I. WALKING			X	
J. SITTING			X	

Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY 3

1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

Employee Signature

Date

Reviewed: 2/10, 12/10

Revised: 2/10, 12/10