

Christian Health Care Center

Mission: *Providing skilled health care services with compassion and love in Christ's name.*

JOB DESCRIPTION

TITLE: Unit Secretary
REPORTS TO: Medical Records Coordinator
FLSA STATUS: Non-Exempt, Hourly

JOB SUMMARY: This position is responsible to support an efficient and accurate flow of information and communication to all members of the interdisciplinary team.

ESSENTIAL JOB FUNCTIONS:

1. Works alongside employees to promote a team effort and maintain the highest quality resident service.
2. Good attendance is an essential requirement of this position.

Station Duties

1. Answers the telephone and/or questions at the nurse's station and triages the questions and calls to the appropriate individual if unable to assist the caller.
2. Stocks and maintains station office supplies and forms.
3. Remain at the Unit Secretary designated work station or within the station area during your shift.
4. Monitor exit door for exit seeking/wandering residents. Ensure resident does not exit by intervening or notifying the nursing staff.
5. Notify nursing or other responsible staff member when your duties take you away from the desk. Provide destination and time returning.

Filing and Record Keeping

6. Audits patient records and processes as needed;
 - Weights
 - Med and Treatment sheets
 - Dr. appointment information
 - Admission and Discharge chart audits
7. Checks desk calendar and appointment slips to prepare patient envelopes 48 hours in advance of medical appointments.
8. Reviews and/or completes all items contained in the nurses' station Unit Secretary box.
9. Makes appointments for residents per nurses' request. Schedules van, informs family and records appointment on desk calendar and charts the notification of family in the nurses' notes.
10. Maintains the proper paper flow of the telephone orders.
11. Thins active resident charts and files in overflow in a timely manner.
12. Notify nursing when your duties take you away form the desk and provide destination and time returning.

Admission/Discharge Duties

13. Completes non- nursing portion of admission packet.

14. Completes personal belonging list and photo process upon admission.
15. Completes the Unit Secretary portion of discharge paperwork.
16. Maintains supply of admit and re-entry packets, financial packets, and patient handbooks at each unit.

End-of-Month Duties

17. Sets up routine MD appointments.
18. Prepare and print out MD rounds forms 1 week prior to end of month and distribute to each unit coordinator.
19. Prepares routine lab work slips for next month. At request of supervisor, may add lab draw dates to the desk calendar.
20. Puts together new month med/tx books for each hallway when med/tx sheets are available from Medical Records.

Medical Records Duties

18. The release of Medical records to non CHCC staff will be done only under the direction of the HIM or HIPPA Privacy officer.
19. Performs mailing, delivery, pick-up and filing of medical records information.
20. Prepares and distributes various reports in a timely manner.
21. In the absence of and as directed by the Medical Record Coordinator, enter physician orders and resident medical information in an accurate and timely manner into Keane and Logician software programs.

Other Duties

22. Directs and assists patients and visitors as needed.
23. Ensures incoming faxes get to proper station/individual in a timely manner.
24. Maintains open communication with Unit Coordinators, Nursing, Social Services and Medical Records staff.
25. Deliver non-routine lab samples to NW regional lab, Lynden
26. Gathers documentation for meetings as instructed.
27. Attends various employee meetings and trainings as instructed.
28. Assists with other tasks as assigned.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced long-term care facility environment with resident and public contact and frequent interruptions. Incumbents must be able to effectively utilize various office equipment such as computers and related software, computer printers, photocopier, telephone system (multiple line), and fax.

QUALIFICATIONS:

Education, License, and Experience

1. High school diploma/G.E.D. required.
2. Working knowledge of basic medical terminology and procedures.
3. Experience working in long-term care preferred.

Knowledge, Skills, and Abilities

1. Excellent communication skills – ability to verbally communicate in a pleasant, professional manner and strong written communication skills.
2. Detail-oriented with excellent organizational skills.

3. Proficient basic computer skills.
4. Must be a team player with the ability to maintain a positive attitude and commitment to supporting the nursing staff with the end focus of providing excellent resident care.
5. Excellent time management skills with the ability to meet deadlines and work under pressure with frequent interruptions.
6. Ability to be self-directed and work independently.
7. Desire and skill in working with the elderly population.
8. A working knowledge of HIPPA and state guidelines regarding confidentiality of all medical records is required.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Strength: Lifting and carrying general office supplies and files; typically weighing less than 20 pounds.

Manual Dexterity: Ability to perform routine clerical tasks; ability to keyboard or write for long periods of time.

Mobility: Ability to move throughout the facility; ability to stand and sit for long periods of time; stooping, kneeling and bending needed to retrieve various forms and records.

Visual Discrimination: Focusing on medical forms, charts or records while performing routine functions.

Hearing: Ability to hear individuals speaking over the phone or in-person.

Speech: Ability to speak clearly and make self understood in a one-on-one situation, as well as a variety of formal and informal group settings.

Anita Tallman, Executive Director / Administrator

Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.