

Job Class Profile: Hospital Admitting Clerk I

Pay Level: CG-23 **Point Band:** 388-421

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	2	4	2	2	2	1	2	
Points	30	30	19	19	20	40	41	21	21	408

JOB SUMMARY

The Hospital Admitting Clerk I is responsible for the registration and admission of patients to hospitals and the registration of outpatients for procedures in various clinics and emergency department.

Key and Periodic Activities:

- Registers clients for procedures, clinics, emergencies and doctor's appointments and book's follow-up appointments as directed by physician. Sends notification to patient.
- Ensures completion of necessary consents, insurance forms and related documents.
- Updates and verifies patient information and ensures patient's record is prepared for visit.
- Keeps records of admission, transfer and discharge of patients.
- Answers phone, sorts and files client's records.
- Types admitting records and distributes to appropriate departments.
- May book hotel accommodations for patients, collect fees and make deposits.
- Orders office supplies.
- Balances receipt books and float money.

SKILL

Knowledge:

General and Specific Knowledge:

- Medical terminology
- Relevant policies and procedures
- Computer software programs (word processing, database management)

Formal Education and/or Certification(s):

- Minimum: 1 Year Post-Secondary Certificate in Office Administration

Years of Experience:

- Minimum: 1 year

Competencies:

- Ability to follow instruction and procedures.

Senior Admitting Clerk

PT Brinkman



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renowned for their song the name refers in particular to the eurasian nightingale erithacus or luscinia megarhynchos a brown bird 16 centimetres 6 1 2 inches long with a rufous

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