

Job Class Profile: Hospital Admitting Clerk I

Pay Level: CG-23 **Point Band:** 188-421

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

Albert A Gayle



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Senior Admitting Clerk ,19?? *Senior Admitting Clerk* National Learning Corporation,2016 The Senior Admitting Clerk Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam **Senior Admitting Clerk** National Learning Corporation. Civil Service Division,1973 **Weekly Summary of NLRB Cases** United States. National Labor Relations Board. Division of Information,1984 **An Introduction to Healthcare Organizational Ethics** Robert T. Hall,2000-06-15 This is a lucid readable discussion of ethical questions in health care as they arise on the business or organizational level an effort to spell out an ethical perspective for healthcare organizations It will be of use to students in health services management programs health care professionals healthcare administrators and members of healthcare ethics committees Hall begins with the ethical analysis of decision making in the management of healthcare organizations and then addresses some of the questions of organizational ethics through an analysis of corporate social responsibility in for profit and not for profit organizations and of the problem of uncompensated care Later chapters take up patient development community relations diversity employee relations governmental relations regulatory compliance and medical records The author s analysis focuses on healthcare institutions as business organizations with many of the problems faced by corporate management in other fields but with the difference that health care holds a special place among human needs and has traditionally been viewed from an altruistic perspective He gives special attention to the new standards on organizational ethics promulgated by the Joint Commission on Accreditation of Healthcare Organizations and includes many case studies not only to illustrate the main points but also to direct the reader s attention to peripheral aspects that can complicate theses issues **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,2004 **Subject Guide to Children's Books in Print 1997** Bowker Editorial Staff,R R Bowker Publishing,1996-09 **Report on the State Personnel Situation in Virginia** Virginia. Governor (1922-1926 : Trinkle),1926 **Classified Index of Decisions of the Regional Directors of the National Labor Relations Board in Representation Proceedings** United States. National Labor Relations Board,1981 **Journal of the Senate of Virginia** Virginia. General Assembly. Senate,1926 Virginia pamphlets ,1926 *Journal of the Senate of the Commonwealth of Virginia* Virginia. General Assembly. Senate,1926 **Decision Making** Hamilton, **Awards, Agreements, Orders, and Decisions Made Under the Industrial Conciliation and Arbitration Act, the Apprentices Act, the Labour Disputes Investigation Act, and Other Industrial Legislation for the Year ...** New Zealand. Department of Labour,1964 Paperbound Books in Print ,1992 Weekly Summary of N.L.R.B. Cases United States. National Labor Relations Board,United States. National Labor Relations Board. Division of Information,1975 *White Collar Report* ,1984 *Decisions and Orders of the National Labor Relations Board, V. 339, May 9, 2003, Through August 27, 2003* ,1936 **Awards, Agreements, Orders, and**

Decisions Made Under the Industrial Conciliation Act, the Apprentices Act, the Labour Disputes Investigation Act, and Other Relevant Acts for the Year ... New Zealand. Department of Labour and Employment, 1953 **Report of Civil Service Activities** Flint (Mich.). Civil Service Commission, 1964

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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Senior Admitting Clerk**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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