

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	3	1	2	
Points	30	30	19	19	20	40	41	11	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

New Zealand. Department of Labour

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the text 'New Zealand. Department of Labour'.

Senior Admitting Clerk:

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 Classified Index of Decisions of the Regional Directors of the National Labor Relations Board in Representation Proceedings United States. National Labor Relations Board,1981 Subject Guide to Children's Books in Print 1997 Bowker Editorial Staff,R R Bowker Publishing,1996-09 **Journal of the Senate of Virginia** Virginia. General Assembly. Senate,1926 *Virginia pamphlets* ,1926 Decision Making Hamilton, **Report on the State Personnel Situation in Virginia** Virginia. Governor (1922-1926 : Trinkle),1926 **Journal of the Senate of the Commonwealth of Virginia** Virginia. General Assembly. Senate,1926 **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 **Weekly Summary of N.L.R.B. Cases** United States. National Labor Relations Board,United States. National Labor Relations Board. Division of Information,1975 Paperbound Books in Print ,1992 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

The book delves into Senior Admitting Clerk. Senior Admitting Clerk is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Senior Admitting Clerk, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Senior Admitting Clerk
- Chapter 2: Essential Elements of Senior Admitting Clerk
- Chapter 3: Senior Admitting Clerk in Everyday Life
- Chapter 4: Senior Admitting Clerk in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Senior Admitting Clerk. This chapter will explore what Senior Admitting Clerk is, why Senior Admitting Clerk is vital, and how to effectively learn about Senior Admitting Clerk.
3. In chapter 2, the author will delve into the foundational concepts of Senior Admitting Clerk. This chapter will elucidate the essential principles that need to be understood to grasp Senior Admitting Clerk in its entirety.
4. In chapter 3, the author will examine the practical applications of Senior Admitting Clerk in daily life. This chapter will showcase real-world examples of how Senior Admitting Clerk can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Senior Admitting Clerk in specific contexts. The fourth chapter will explore how Senior Admitting Clerk is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Senior Admitting Clerk. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Senior Admitting Clerk.

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