

NORTHEAST MONTANA HEALTH SERVICES - WOLF POINT CAMPUS
JOB DESCRIPTION
WARD CLERK

NAME: _____

ACCOUNTABLE TO: **SUPERVISING NURSE**

PURPOSE OF YOUR JOB POSITION

To assist the hospital professional staff and medical staff to preform their duties in a timely and efficient manner and to keep open communication between employees and departments. To transcribe, and communicate physician's orders, and to promote guest relations.

Public Relations: In your position as Ward Clerk, you have a responsibility to represent Northeast Montana Health Services in the utmost professional manner promoting customer relations. Your personal contact and communications with the public, other facilities, and agencies, via telephone or in the building is essential to customer satisfaction at our facility. You shall have authority only as granted by the Supervising Nurse in specific assignments.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste , and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is knowledgeable of multiline telephone paging and computer systems.
7. Must be willing to seek out new methods and be willing to incorporate them into existing practice.
8. Must be able to handle crisis situations in a professional courteous manner.

ESSENTIAL JOB QUALIFICATIONS

1. Must be a Certified Nurses Assistant by the State of Montana

2. Prefer applicants who have completed CNA training. If not Certified must complete Certified Nurse's Assistant training as soon as possible.

ESSENTIAL JOB FUNCTIONS

1. Must be able to work flexible hours.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
8. Must be able to lift a minimum of 50 pounds.
9. Must display ability to maintain absolute confidentiality at all times.

MAJOR RESPONSIBILITIES

1. Transcription of Physicians Orders.
 - a. Fill out nursing cardex from doctor's orders correctly.
 - b. Fill out medications sheets according to orders.
 - c. Stamp and fill out necessary lab, x-ray slips and deliver them to the appropriate department.
 - d. Call nurses' attention to "stat" orders, immediately.
 - e. Notify lab, x-ray, and kitchen of patient's arrival and what their department needs to do for the patients as soon as possible.
2. Chart patient care.
 - a. Chart vital signs when received.
 - b. Record I & O on chart and shift book.
 - c. Record IV intake total after Supervising nurse has totaled them.

- d. Record diabetic tests on diabetic record and shift book.
3. Keeps communication channels open.
- a. Appropriately handle all incoming messages or secure professional staff to receive information.
 - b. Effectively use all hospital paging systems.
 - c. Directs family/visitors to appropriate waiting areas.
 - d. To relay messages or information to directed individuals or agency in a timely manner.
 - e. Arrange for transfers, land and air.
4. Requisitions supplies.
- a. Orders supplies as needed and puts them away when they arrive.
5. Handles patient's charges.
- a. Stamps patients charge card with addressograph and dates them.
 - b. Marks down daily charges for their shift.
 - c. Batches all patients charges in an efficient and timely manner.
6. Admitting and discharging of patients.
- a. When office is closed:
 - 1. Fill out admission/ER forms.
 - 2. Make patients addressograph card.
 - 3. Assign hospital number and computer numbers.
 - 4. Fill out necessary insurance information.
 - b. Keep census sheet and nurse's sheets up to date with admission information.
 - c. Make out discharge instruction sheet for patients.
 - d. Make out transfer forms completely.
 - e. Disassemble the patient's charts and readies for Medical Records and documents time on census sheet.

- f. Must be able to admit and discharge patient using hospital computer system.
7. Patient care in the Emergency Room.
 - a. Take vital signs, history of ER patients giving verbal summary to nurse.
 - b. Assist in ER as necessary.
 8. Patient and employee education.
 - a. Instruct and assist patients with specimen collecting, tests and procedures.
 - b. Attend in-services as scheduled.
 - c. CPR certified.
 9. Abides by all policies of Northeast Montana Health Services.
 - a. All Nursing Policies
 - b. All Personnel Policies
 - c. All OSHA Regulations
 - d. All Corporate Compliance
 - e. All HIPAA
 - f. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor _____ Date _____ Employee _____ Date _____