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|  Oroville Hospital | Job Description for Physical Therapy Clerk/Tech | Department: | Physical Therapy |
| | | Dept. #: | 7770 |
| | | Last Reviewed: | 05/08; 08/12 |
| | | Last Updated: | |

Reports To

Director of Rehabilitation Services

Job Summary

The Physical Therapy Clerk/Tech performs general clerical and reception duties in the Rehab Department. Prepares patients of all ages and equipment for treatment and administers treatment according to sources and procedures as directed by the Therapist.

Duties

1. Aware of the goals, objectives and policies of the Rehab Department and Oroville Hospital and assists in providing services required in fulfilling these goals
2. Answer the phone and schedule patients
3. Pick up and delivers mail
4. Maintain patient files, type's forms/correspondence, responds to therapy overhead pages, miscellaneous errands
5. Preparing Therapy daily charge slips and inputs charges into the computer
6. Maintain attendance log and monthly productivity stats
7. Types Medicare and Medi-Cal forms, maintaining log for each
8. Assists in ordering supplies for office and department
9. Greets patients and notifies Therapist of patient arrival
10. Assist in opening department
11. Maintains adequate quantities of forms
12. On patient discharge, disassembles chart and files
13. Under direct supervision of Therapist:
 - a. Performs treatment as designated by the Therapist
 - b. Performs treatment in a timely manner
 - c. Follows written and verbal instructions
 - d. Discusses with the Therapist patient response, instructions, and need for treatment update.
14. Assists the Therapist as requested:
 - a. Assists with patient treatment as needed

- b. Notifies Therapist of patient problems
 - c. Assists with duties as assigned
15. Follows safety standards while performing patient related duties:
- a. Uses good body mechanics
 - b. Carries out transfer procedures correctly
 - c. Uses equipment in a safe manner
16. Perform routine random sampling for infection control
17. Responsible for maintaining department inventory
18. Keeps general work area clean
19. Maintains equipment in good working condition. Notifies Director of any equipment breakdown
20. Performs procedural documentation on treatments given and obtains co-signature of registered Therapist
21. Participates in in-service and continuing education seminars
22. Promotes a caring and helpful attitude to visitors, physicians, patients and staff

Qualifications

- 1. High School graduate
- 2. Basic clerical skills
- 3. Good communication skills
- 4. Experience with Medical Terminology
- 5. Current AHA CPR for Healthcare Provider or Professional certification required.

Lifting Requirements

Medium – is considered generally lifting not more than 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.