

 Oroville Hospital	Job Description for Unit Clerk	Department:	Emergency Services
		Dept.#:	7010
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Nurse Manager

Job Summary

Unit Clerk performs general clerical duties; controls chart flow, and assist the charge nurse with timely coordination of emergency care between ESD staff and physician, on-call physicians and other departments in the hospital. In order to more effectively utilize time on the shift; the Unit Clerks will be cross – trained Emergency Room Technicians (ERT’s). When possible, all other Unit Clerks will be trained as ERT’s and EMD’s (Emergency Medical Dispatcher). This will allow the Charge Nurse to utilize the Unit Clerk on “down time”, for transporting gurneys and wheelchairs not requiring a nurse, assist with stocking and other ERT skills.

Duties

1. Updates on-call board each shift and as needed. Prepares and distributes ESD physician and specialist on-call calendars
2. Operates photocopier, performs minor trouble shooting and requesting service when machine needs more then routine user attention
3. Screens charts for completeness, reviews charges for completeness and accuracy, breaks down, copies and distributes charts and related documents as appropriate
4. Logs each patient visit completely, with no vacant spaces, and follows through to fill in vacancies when found
5. Orders Lab, X-ray, RT, in appropriate and timely manner
6. Orders miscellaneous forms and supplies according to established procedures and assignments
7. Follows established treatment protocols
8. Follows transfer protocol and assists charge nurse with transfer coordination
9. Follows Industrial Medicine protocols, placing charts in holding file for special review, assisting reviewer as requested, and distributing copies according to established procedures.
10. Follows established procedures for arranging hospital admissions
11. Follows established telephone procedures, including using various paging systems, answering with “Emergency Center, Unit Clerk (Name),” And using TDD system as needed
12. Follows established protocols for selecting and pulling charts for ESD physician audits
13. Follows established procedures for routine radio checks, competing trip tickets, dispatching ambulances and communicating information to charge nurse. Follows established procedures for Emergency Medical Dispatch when needed
14. Pulls charts for medical records after hours
15. Computer entry as needed

Qualifications

1. High School graduate or equivalent. No previous experience is required. On the job training in practices and procedures of the hospital and certain medical terminology
2. Must perform assigned duties completely and accurately, with the ability to carry out repetitive operations under specific instructions and in accordance with established procedures.
3. Communicates effectively; the method of communication, effectively achieves the goal
4. All night shift Unit Clerks are cross-trained as ERT's. When possible and appropriate, all other Unit Clerks will be cross-trained as ERT's and EMD's. See ERT skills checklist and job description and EMD Policy and Procedure
5. Completes mandatory safety in-service yearly and appropriate in-service classes as suggested by the ESD Manager. Emergency Medical Dispatch class required

Lifting Requirements

Sedentary- generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.