

 Oroville Hospital	Job Description for Patient Transporter	Department:	Ambulatory Care Services
		Dept.#:	7760
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Nurse Manager

Job Summary

The Patient Transporter is responsible for assisting on a daily basis with maintaining the appropriate level of department flow by greeting patients upon admission and transporting patients to appropriate destinations.

Duties

1. Transports patients to various hospital departments before and after procedures as needed
2. Obtains old charts and history and physicals from Medical Records Department
3. Answer incoming phone lines and transfer when needed
4. Participate in unit meetings and educational activities in order to develop skills and grow in awareness
5. Maintain cleanliness of patient areas
6. Transports patient via wheelchair to private transportation vehicle after discharge
7. Typing and collecting all items requested
8. Delivery of medical records to proper locations
9. Filing pertinent items.
10. Any other duties as assigned by Supervisor

Qualifications

1. Knowledge, High School graduate or equivalent
2. No previous experience is required
3. Medical terminology course preferred
4. CPR for Healthcare Provider or Professional required
5. Ability to demonstrate use of various equipment including, but not limited to computer, photocopy machine and present telephone system
6. Ability to relate well with physicians, patients of all ages, and co-workers

7. Ability to prioritize and problem solve
8. Maintain a calm and reasonable attitude at all times
9. Keeps all information regarding patients confidential

Lifting Requirements

Heavy lifting: up to 100 lbs. maximum with frequent lifting and/or carrying objects weighing up to 50 lbs. Must be able to stand, stoop and lift and walk without restrictions.