



Provincial Job Description

TITLE:
(028) Registration Clerk

PAY BAND:
9

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides reception, admission, discharge and registration services.

QUALIFICATIONS:

- ◆ **Office Education certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate keyboarding skills**
- ◆ **Basic medical terminology**
- ◆ **Communication and interpersonal skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Registration / Reception

- ◆ Greet clients/patients/public to department/facility.
- ◆ Process admissions/discharges/transfers (e.g., in-patients, out-patients, deceased, dead-on-arrival).
- ◆ Assist and escort patient to units, when necessary.
- ◆ Notify funeral homes and assist funeral home attendants to morgue, where required.
- ◆ Track belongings.
- ◆ Process information for Saskatchewan Health (e.g., births).

B. Bed Management

- ◆ Maintain accurate current census, bed list.
- ◆ Balance daily census and provide daily statistical bed utilization information to appropriate departments.
- ◆ Contact other hospitals to check for bed availability in order to transfer patients/clients.
- ◆ Make arrangements to transfer patients between wards or facilities.
- ◆ Act as liaison between physicians, nurse managers and departments regarding bed availability and placement.

C. General Office Duties

- ◆ Schedule appointments for clients/physicians/staff (e.g., pre-assessment clinics, stress tests).
- ◆ Sort, file and retrieve booking and cancellation cards.
- ◆ Prepare paperwork and pre-registration for clients' upcoming appointments.
- ◆ Process mail.
- ◆ Collect, receipts and provide safekeeping of valuables for patients/clients.
- ◆ Perform clerical duties (e.g., answer phone, file, shred, photocopies).
- ◆ Maintain office inventory and equipment.
- ◆ Perform data entry and print reports.
- ◆ Compile month end reports.
- ◆ Prepare charts for in-patients.
- ◆ Type call schedule for physicians.
- ◆ May set up receivables (e.g., Workers' Compensation Board).

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.