


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Registration Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>028</u></p>
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<p>Decision Making</p> <p>Provides reception, admission, discharge, and registration services according to established regulations. Prioritize tasks depending on urgency of admissions. Some choice of action with client/patient/resident placement depending on bed availability.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>No previous experience. Six (6) months on the job to learn applicable software, patient registration processes, develop relationships with physicians and other departments, and become familiar with doctors and region/facility/department policies and procedures.</p>	<p><u>2.0</u></p>
<p>Independent Judgement</p> <p>Provides reception, admission, discharge, and registration of client services according to established admitting policies and procedures. Deals with problems associated with client/patient/resident transfers. Obtains direction from supervisors, physicians and nursing staff.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Patient registration requires regular contact with clients/patients/residents and families. Requires tact and discretion when when registering clients/patients/residents which may involve difficult, specialized and/or emotional situations.</p>	<p><u>3.5</u></p>

Impact of Action	Degree
Provides patient registration services to meet quality and service requirements. Improper data collection and entry will result in inaccurate records and may delay services.	<u>2.0</u>
Leadership and/or Supervision Provides occasional orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort portering clients, lifting, reaching, keyboarding requiring fine motor skills.	<u>2.0</u>
Sensory Demands Regular sensory effort reading, observing clients and filing with periods of competing multiple sensory demands. Listens attentively with little choice of action when registering clients/patients/residents using automated registration systems.	<u>2.5</u>
Environment Occasional exposure to major disagreeable conditions such as exposure to infectious disease and verbal abuse.	<u>3.0</u>