

# Provincial Job Description

TITLE: PAY BAND: 10

**FOR FACILITY USE:** 

#### **SUMMARY OF DUTIES:**

Coordinates the allocation of beds for clients/patients.

## **QUALIFICATIONS:**

♦ Medical Office Administration diploma\*

### KNOWLEDGE, SKILLS & ABILITIES:

- **♦** Intermediate computer skills
- **♦** Communication skills
- ♦ Organizational skills
- **♦** Interpersonal skills

#### **EXPERIENCE:**

**Previous:** Twelve (12) months previous experience performing patient registration duties.

(002) Placement Clerk

#### **KEY ACTIVITIES:**

#### A. Patient Placement

- Receives calls from physicians to admit patients and completes appropriate paperwork.
- ♦ Coordinates placement for beds according to established patient placement guidelines.
- ♦ Consults with nursing, physicians and unit staff.
- ♦ Communicates with other sites and other physicians to facilitate client placements.
- **♦** Monitors patient census.
- **♦** Maintains patient information.

#### **B.** Bed Management

- ♦ Maintains accurate current census and bed list, prints for appropriate individuals as necessary.
- ♦ Tracks bed closures, transfers, discharges and shortages.
- ♦ Notifies senior management should bed situation become critical.
- ♦ Prepares and distributes bed management report.

#### C. Related Key Work Activities

- ♦ Prints admission/discharge summaries.
- ♦ Stocks/orders/requests all supplies and forms.
- ♦ Records statistics on births/deaths.
- ♦ Performs data entry and maintains database.
- ♦ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

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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.	
Validating Signatures:	
CUPE:	SEIU:
SGEU:	SAHO:
Date: May 16, 2024 * <del>Updated October 22, 2025</del>	

(002) Placement Clerk 3