


Job Evaluation Rating Document

	<p>Job Title <u>Registration Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; January 11, 2017</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>028</p>
---	---	-------------------------------------

<p>Decision Making</p> <p>Provides registration and admission duties according to clearly prescribed policies and procedures. Prioritize tasks depending on urgency of admissions. Some choice of action with client/patient/resident placement depending on bed availability.</p>	<p>Degree</p> <hr/> <p>2.5</p>
---	---------------------------------------

<p>Education</p> <p>Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).</p>	<p>Degree</p> <hr/> <p>3.5</p>
--	---------------------------------------

<p>Experience</p> <p>No previous experience. Six (6) months on the job to learn computer programs, patient registration processes, develop relationships with physicians and other departments and become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>2.0</p>
--	---------------------------------------

<p>Independent Judgement</p> <p>Provides registration and admission duties according to established admitting policies and procedures. Works with other departments to resolve problems associated with patient transfers. Discusses bed placement with managers.</p>	<p>Degree</p> <hr/> <p>3.0</p>
--	---------------------------------------

<p>Working Relationships</p> <p>Regular contact with clients/patients/residents and families requiring appropriate tact. Contacts may involve difficult, specialized and/or emotional situations.</p>	<p>Degree</p> <hr/> <p>3.5</p>
--	---------------------------------------

Job Title

Registration Clerk

Code

028

<p>Impact of Action</p> <p>Improper data collection and entry may result in inaccurate records and delays in services.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Regular physical effort keyboarding, portering clients, lifting and reaching.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort keyboarding, reading, observing clients and filing with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to major disagreeable conditions such as infectious disease and blood and body fluids.</p>	<p>Degree</p> <p>3.0</p>