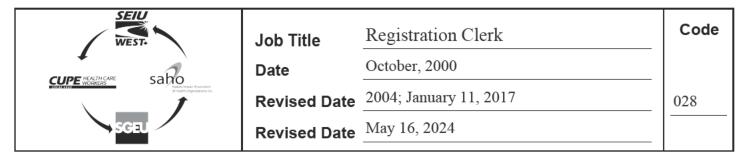
Job Evaluation Rating Document



Decision Making	Degree
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.	2.5

Education	Degree
Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	
	3.5

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

Independent Judgement	Degree
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.	3.0

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

3.0