



Provincial Job Description

TITLE:
(028) Registration Clerk

PAY BAND:
9

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides registration, admission, discharge, reception and administrative services.

QUALIFICATIONS:

- ◆ Medical Administrative Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate keyboarding skills
- ◆ Basic computer skills
- ◆ Basic medical terminology
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Registration / Reception

- ◆ Greets clients/patients/public to department/facility.
- ◆ Processes admissions/discharges/transfers (e.g., in-patients, out-patients, deceased, dead-on-arrival).
- ◆ Assists and escorts clients/patients to units, when necessary.
- ◆ Notifies funeral homes and assists funeral home attendants to morgue.
- ◆ Tracks belongings.
- ◆ Processes/confirms information for Saskatchewan Health (e.g., births).

B. Bed Management

- ◆ Maintains accurate current census, bed list.
- ◆ Balances daily census and provides daily statistical bed utilization information to appropriate departments.
- ◆ Contacts other hospitals to check for bed availability in order to transfer clients/patients.
- ◆ Makes arrangements to transfer clients/patients between wards or facilities.
- ◆ Acts as liaison between physicians, nurse managers and departments regarding bed availability and placement.

C. General Office Duties

- ◆ Schedules appointments for clients/patients/physicians/staff (e.g., pre-assessment clinics, stress tests).
- ◆ Arranges for interpreter, where required.
- ◆ Sorts, files and retrieves booking and cancellation cards.
- ◆ Prepares paperwork and pre-registration for clients/patients upcoming appointments.
- ◆ Processes mail.
- ◆ Collects, receipts and provides safekeeping of valuables for patients/clients.
- ◆ Performs clerical duties (e.g., answers phone, files, shreds, scans, photocopies).
- ◆ Maintains office inventory and equipment.
- ◆ Performs data entry and prints reports.
- ◆ Compiles month end reports.
- ◆ Prepares charts for in-patients.
- ◆ Types call schedule for physicians.
- ◆ May set up receivables (e.g., Workers' Compensation Board).
- ◆ Fills relief shifts.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

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: January 11, 2017