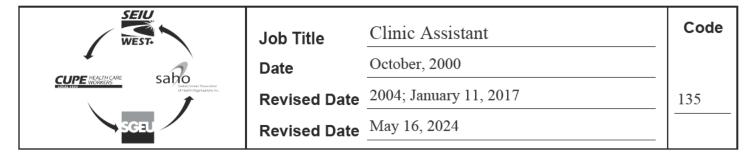
## **Job Evaluation Rating Document**



Decision Making	Degree
Follows prescribed practices when assisting physicians. Prioritizes daily workload between reception functions, general office duties and preparing billings. Uses discretion when responding to client/patient situations.	2.5

Education	Degree
Grade 12. Medical Office Administration diploma (Saskatoon Business College 860 hours) (Rating of 3.0).  *As per the MOA regarding Education factor review (January 2019) the JJEMC will continue to utilize 1120 hours as no other factors were impacted by this change. The education will remain at 3.5	3.5

Experience	Degree
No previous experience. Nine (9) months on the job to become familiar with clinic practices and department policies and procedures.	
	3.0

Independent Judgement	Degree
Performs physician billing according to standard practice. Uses judgement when handling patient needs and directing them to appropriate care.	
	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

## Sensory Demands Regular sensory effort keyboarding, reading, observing patients and filing. 2.0

Environment	Degree
Occasional major disagreeable conditions such as blood/body fluids, soiled linen, sharps and exposure to infectious disease.	
	3.0