

Jurisdictional Class: Competitive
Adopted: March 23, 1993
Revised: May 28, 2010

MEDICAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for specialized office clerical work of a medical nature. Work is similar to that found in other clerical series except that these positions require that employees possess a special knowledge gained through previous experience or training in medical terminology and usage. The work is performed under general supervision with wide leeway allowed for carrying out the details of the work. Supervision is not generally a function of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Responsible for the arrangement of work schedules of the nurses and nurses aides on all three shifts to maintain required staffing levels;
Processes swap slips and leave time requests of call-ins, and submits to Director of Nursing;
Completes overtime slips as needed and maintains relief-hours list as a check for payroll;
Assembles, maintains, and strips charts for all residents and records resident consultations on cumulative diagnosis sheet of charts;
Acts as receptionist to all visitors, residents, and staff arriving on or calling the unit, and takes and delivers messages for all residents and staff;
Compiles lab list for weekly drawing, checks list against returned results, and records;
Transcribes physician orders, completes necessary forms, collects paperwork, and notes to each physician the necessary paperwork for their charts;
Completes, processes, sorts, indexes, records, and files a variety of medical control records, reports, clinical and statistical data;
Initiates all paperwork for charts of new admissions, re-admissions, discharges, transfers, and expirations and pulls pertinent information for physicians;
Responsible for DNR stickers/HCP Forms to charts;
Updates and tracks rehabilitation changes, toileting, supplements;
Answers call lights and intercoms, assesses resident needs, and relays information to appropriate source;
Functions as the center of communication during all emergencies;
Responsible for the clerical inventory and adequate supply of forms, materials, supplies, and equipment of the units;
Attends in-service education programs as assigned;
May operate a variety of office equipment;
Has direct contact with residents at desk and monitors residents at desk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of medical terminology and standard nomenclature of diseases;
Good knowledge of English grammar, spelling, and vocabulary;
Good knowledge of office terminology, procedures, and equipment;
Ability to maintain a variety of medical records accurately and neatly;
Ability to understand and carry out moderately complex written and oral instructions;
Ability to write legibly;
Clerical aptitude.

Medical Clerk

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Completion of a one (1) year medical secretarial course; or
- (b) Two (2) years of experience in a health care facility, laboratory, or medical doctor's office; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.