

## **Job Description**

<b>Job Title</b>	<b>Admissions Clerk</b>
<b>Department</b>	<b>Patient Business Services Department</b>
<b>Reports to</b>	<b>Patient Services Supervisor/ Patient Business Services Manager</b>
<b>Date</b>	<b>October 2013</b>

### **Overall Purpose of Job**

Our mission is to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The overall purpose of this role is to ensure that the admission of a scheduled patient is a seamless experience for the patient, the hospital and the Consultant.

### **Key Responsibilities and Deliverables**

- Interviews patient or representative to obtain and record name, address, age, religion, persons to notify in case of emergency, attending Physician, and individual or insurance company responsible for payment of bill.
- Explains regulations such as visiting hours, payment of accounts, and schedule of charges.
- Escorts patient or arranges for escort to assigned room or ward.
- Enters patient admitting information into computer and routes printed copy to designated department.
- Obtains signed statement from patient to protect hospital's interests. Maintains confidentiality in maintaining all patient records.
- Receives payments on accounts.
- Performs cashiering duties-accepting payments from patients.
- Works under direct supervision of Admitting Supervisor or designee, but must be able to handle daily details of the Admitting Department duties with minimal supervision.
- A flexible approach is essential in terms of when work is carried out, what work is carried out and how it is to be carried out.

# UPMC Beacon Hospital

## Information Technology

- Make the most effective and efficient use of developments in information technology for both patient care and administrative support.

## Confidentiality

- You will be aware of the confidential nature of work and in particular, the right of patients to confidentiality. To this end you will not discuss workings of the UPMC Beacon Hospital or its patients with people outside UPMC Beacon Hospital, save as required to do so in the course of your work.
- The extent and speed of change in the delivery of health care is such that adaptability is essential in this position.
- The incumbent will be required to maintain and enhance their knowledge and skills necessary to respond to a changing situation.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Leaving Certificate.</li><li>• Administrative skills.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• At least 2 years previous work experience preferably in a Hospital environment.</li></ul>
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of Meditech System an advantage.</li><li>• PC Windows and good keyboard skills.</li></ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"><li>• Flexible.</li><li>• Have good interpersonal and communications skills.</li><li>• Have the ability to liaise successfully with everyone.</li><li>• Self motivated with a capacity for responsibility and individual initiative.</li><li>• Demonstrate an ability to prioritise work.</li></ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee:** \_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Name (Block Capitals)**