

# Patient Care Unit Secretary



- **Full-Time Position**

- Location: Inpatient Care Unit

- **Position Summary:**

- Provides administrative support to Inpatient Care Unit Manager and assists clinical staff with day to day clerical functions to include taking and typing minutes, filing, faxing, uploading scanned documents, etc.
- Greets visitors, answers telephone, take messages, maintains sign-in logs and communicates pertinent information to appropriate personnel.
- Ensure adequate supply of Durable Medical Equipment (DME's). Monitors and maintains inventory of patient care supplies. Follow s up on delivery and reconciles supplies received against medical supply invoices.
- Support data entry functions ensuring accurate input into Electronic Medical Records (EMR). Assists in completion of data entry and audits as requested by Clinical Team Leader and/or IPU Manager.
- Assists with coordination of orientation and training for new employees. Ensures orientation materials are prepared, appointments with mentors scheduled and competencies are completed and collected.
- Supports IPU Manager in the collection of quality assurance data and participates in quality improvement projects as assigned.
- Engages in day to day work flow and communication with Clinical Team Leader and IPU Manager.
- Provides scheduling support and feedback to IPU Manager and works with him/her to provide for coverage due to call outs, holidays and scheduled paid time off.
- Actively participates in committees as directed by Clinical Team Leader or IPU Manager. May include participation in, and planning for, Emergency Preparedness.
- Produces monthly reports as requested.
- Works collaboratively and timely with Admissions and Billing Teams for the purpose of securing needed information.
- Ensures HIPAA Compliance within scope of duty and ensures patient privacy

- **Job Requirements**

- Understanding of Hospice Mission, Vision and Values.
- Familiarity with HIPAA and privacy Laws.
- Ability to express empathy, patience and compassion.
- Ability to listen and work as part of a Team.

- **Skill & Knowledge Requirements**

- Competent working knowledge/skills with Windows and Microsoft Office computer software.
- Experience in implementation of software packages and use of information technology.
- Excellent organizational and communication skills (both oral and written).
- Ability to use sound judgment in decision making and problem solving by utilizing resource materials and communication with others.
- Knowledge and understanding of medical terminology.
- Ethical Conduct
- Time Management

- **Educational and Experience Requirements**

- Certified Medical Assistant with (1) year experience working in medical setting, or;
- High School Diploma with (2) years administrative and/or medical office experience.

- **Click on the link below to APPLY!**

- <http://www.ondemandassessment.com/verify/apply/mvmemRm/hThTThba>