

Position Description

Job Code/Title: Home Health Department Secretary

General hours of work: Primarily daytime hours; Monday through Friday. Occasional evening or weekend hours may be required.

Exempt/nonexempt: Nonexempt

Department/Unit: Hegg Home Health

Reports To: Director of Hegg Home Health

Supervises:

Revision/Review Date: February 2012

SUMMARY: The Home Health Department Secretary is primarily responsible to perform clerical and general secretarial duties in support of Home Health Care. Completes all necessary paperwork related to billing, communication, and data entry for Hegg Home Health.

REQUIRED EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree; or one to three months related experience and/or training; or equivalent combination of education and experience.

REQUIRED CERTIFICATION, LICENSURE, and/or REGISTRATIONS:

- None

ESSENTIAL FUNCTIONS

1. Receives messages and disseminates appropriate information to callers and Home Health Care staff while maintaining confidentiality.
2. Types all correspondence, progress reports, summary reports to physicians, minutes of staff meetings, forms and charts, and other typing requested by Home Health staff members.
3. Mails and faxes correspondence.
4. Files patient/client chart documentation and other correspondence.
5. Updates supply level of forms and supplies and orders office supplies as needed.
6. Assists with Home Health public relations efforts and patient surveys as required.
7. Performs Life Line duties.
8. Assumes office responsibility for the PTCT Remote Workstation. Liaison to HH Resources for time sheet information, reports, etc.
9. Coordinates monthly billing with Community Health Partners.
10. Coordinates Home Health Aide weekly schedule.
11. Calculates all staff timesheets and submits payroll reports to the Business Office on a weekly basis.

PHYSICAL ABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, an employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.
- An employee is frequently required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- An employee must occasionally lift and/or move up to 25 pounds.

COMMUNICATION/MATHEMATICAL/REASONING SKILLS:

- Must possess the required level of skills and abilities to read, write, speak, and apply mathematical concepts and sound reasoning to successfully perform the essential duties and responsibilities of this job.
- Must be able to perform basic operations on a computer within the Windows operating system.
- This position requires problem solving skills, critical thinking skills, and the ability to multi-task.

RESPONSIBILITIES, EXPECTATIONS & STANDARDS:

- Support Hegg Memorial Health Center/Avera Health through the daily application of the mission, vision, core values, and service standards while providing quality care and service to patients, their families, co-workers, physicians, volunteers, and the communities we serve.
- Convey enthusiasm and sincerity and promote Hegg Memorial Health Center and its services in a positive manner to all customers.
- Maintain confidentiality.
- Utilize effective problem solving skills as appropriate.
- Must be flexible to change and be able to work effectively in a team environment.
- Coordinate work flow with other team members to ensure a productive and efficient environment.
- Perform duties in a manner consistent with Safety Principles.
- Comply with all applicable laws, regulations and standards associated with but not limited to: CMS, OSHA, Corporate Compliance Plan and Service Standards of Conduct.
- Involvement in community and organization committees is promoted and encouraged.

WORK ENVIRONMENT:

- May be exposed to communicable diseases when working in a health care environment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position is occasionally exposed to wet or humid conditions (non-weather); outdoor weather conditions; sharps or cuts; and compression (hand between cart and door).
- The noise level is usually moderate.

AGE SPECIFIC CARE CRITERIA:

- Must demonstrate and maintain current knowledge and skills necessary to provide care/service to patients neonate to geriatric.

ESSENTIAL QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, so long as the accommodations do not cause undue hardship to the employer.

ACKNOWLEDGEMENT

I have read and understand that the qualifications, responsibilities and essential functions listed above are required of this position, which I am capable of performing.

Accepted by: _____
Employee Signature

Date: _____