

JOB DESCRIPTION

TITLE OF POSITION: COURIER/CLERK

TITLE OF IMMEDIATE SUPERVISOR: Office Manager/Administrator

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES OF POSITION

1. Acts as a courier for the Agency delivery and picking up packages as needed provides other clerical support.

POSITION RESPONSIBILITIES

1. Delivers and picks up at various locations correspondence, medical documentation, and supplies
2. On a daily basis, delivers Plans of Treatments "POT" (form 485) to the physicians, at their offices, for their signature, returns signed forms to supervisor
3. Maintains logs and notes dates when POTs were mailed to physicians, the follow-up planned, the action taken, and the disposition
4. Follows-up by telephone if physicians do not return POTs within seven days after mailing
5. Sends second copy of POT to physician if he/she fails to send original back within 7 days
6. Maintains communication with the Office Manager and the Nursing Supervisor to plan further follow-up for outstanding orders or POTs. with all management staff, including the Board of Directors

JOB CONDITIONS

1. Position is stressful in terms of meeting deadlines.
2. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
3. It requires minimal lifting of office records and printouts.
4. The ability to read 12 point and larger type is required.
5. One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing.

EQUIPMENT OPERATION

1. The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.

COMPANY INFORMATION

1. Has access to all client medical and financial records, which may be discussed with all management staff

QUALIFICATIONS

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| 1. High school education |
| 2. Minimum of six months office experience |
| 3. Must possess typing and other clerical skills |

ACKNOWLEDGMENT

Employee Signature	Date
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