

## JOB DESCRIPTION

**TITLE OF POSITION: BUSINESS CLERK**

**TITLE OF IMMEDIATE SUPERVISOR: Office Manager or Administrator**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED**

<b>DUTIES OF POSITION</b>
Performs routine office clerical tasks

<b>POSITION RESPONSIBILITIES</b>
1. Does all necessary copying and all necessary filing
2. Opens mail, sorts it and distributes it to the proper person
3. Tracks verbal orders and all forms signed by physicians, patients and Aides
4. Mails all in-office mail including all plans of treatment, medical verbal order forms to appropriate physicians and notifies the nursing staff of their return
5. Inputs patient and staff schedules on the computer and inputs new patient and new employee information
6. Maintains confidentiality of all office and record information
7. Performs other duties as assigned

<b>JOB CONDITIONS</b>
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.

<b>EQUIPMENT OPERATION</b>
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.

<b>COMPANY INFORMATION</b>
Has access to all client medical and financial records, which may be discussed with all management staff, including Board of Directors

<b>QUALIFICATIONS</b>	
1. Must be a High school graduate	
2. Should have knowledge of office manager procedures and bookkeeping	
3. Needs to be able to type accurately, use a computer and office machines	

<b>ACKNOWLEDGMENT</b>	
<b>Employee Signature</b>	<b>Date</b>