



Beaufort Regional Health System

JOB POSTING #: 10-14

DATE POSTED: FEBRUARY 25, 2010

DEPARTMENT: ED ADMITTING

POSITION: ADMITTING CLERK

HOURS: VARIES

STATUS: PART-TIME TEMPORARY

ESSENTIAL JOB

DUTIES: The individual will:

- Record and verify patient information: personal data, insurance information, advanced directives
 - Provide coverage for the hospital switchboard when necessary
 - Record information regarding physician, type of accommodation desired, date of admission and type and date of procedure
 - Make pre-admission reservation and notifies floor when patient sent to floor and arranges for escort
- Other duties as directed

MINIMUM ENTRY

REQUIREMENTS:

- High School graduate or equivalent
- Computer skills/experience preferred
- Verbal ability to communicate effectively
- Integrity for confidentiality
- Strong Public Relations skills
- Medical terminology desired