



DIVISION SCOPE OF SERVICE

Division: FAR WEST
DHP Classification: ADMINISTRATIVE ASSISTANT
Name of Dependent Healthcare Professional (DHP):

<p>Administrative Assistant: The Administrative Assistant must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p>Definition of Care or Service: The Administrative Assistant perform administrative functions for a hospital through their knowledge of medical terminology and applications.. Scope of Service may include:</p> <ul style="list-style-type: none"> • Checking in patients at the front desk • Answering the phone, pick up and distribute faxes and mail • Scheduling patients for the proper appointment • Interviewing patients for case histories in advance of appointments • Compiling medical records and charts • Process insurance payments • Operating computer software and office equipment • Transferring lab results to the appropriate clinician • Maintaining supplies and appearance for the office • Provide general administrative and clerical duties to specific Physicians, Directors, and or Advanced Practitioners • Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.
<p>Setting(s):</p> <ul style="list-style-type: none"> • Healthcare facilities including but not limited to hospitals
<p>Supervision:</p> <ul style="list-style-type: none"> • Direct supervision by the Physicians, Directors, and or Advanced Practitioners
<p>Evaluator: Department director</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School diploma or equivalent • Proof of training in medical terminology
<p>State Requirements:</p> <ul style="list-style-type: none"> • N/A
<p>Experience: One year of related experience</p>
<p>Competencies: Administrative Assistant will demonstrate:</p> <ul style="list-style-type: none"> ○ Accurate patient information review and evaluation <ul style="list-style-type: none"> ○ Uses at least two ways to identify patients before meeting with the patient and family unit ○ Accesses the patient medical record appropriately • Basic Communication & problem solving skills



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- Strong organizational skills
- Strong computer skills
 - Microsoft office
 - Specific hospital programs
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE)
 - Complies with Isolation precautions
 - Required immunizations per DHP Division requirements

References:

DHP Printed Name: _____ DHP Signature: _____

Company/Vendor: _____ Date: _____