



An Affiliate of  
**MERCYONE**



504 N. Cleveland St, Mt. Ayr, IA 50854

E-mail: [hr@rchmtayr.org](mailto:hr@rchmtayr.org)

Phone: (641) 464-3226

## WARD CLERK

**Department:** Acute/Emergency

**Position:** Full Time, Non-Exempt

### Brief Description of Job:

- Responsible for all aspects of the admission/registration process for patients seeking admission to the Emergency Room and/or Medical Surgical Departments.
- Responsible for manning the nursing station.
- Performs clerical and receptionist duties.
- Requests supplies, equipment and services.

### Essential Functions:

- Answers phone, utilizes paging system and transfers calls as necessary.
- Admits and registers patients on the computer system.
- Prepares patient stickers.
- Copies and maintains insurance cards.
- Updates census sheet.
- Initiates UR worksheet for admissions.
- Updates nursing Daily Work Sheet, call board and on call cheat sheets.
- Maintains outpatient scheduling calendar.
- Maintains phone lists and paper copies of required forms.
- Updates for State-wide Emergency Management Systems.
- Responsible for stocking Med Surge kitchenette, requisitioning Dietary for supplies.
- Organizes documentation for patient transfer to another facility.
- Contacts referrals and consults as directed by nursing staff.
- Supports and abides by all hospital, department, safety and National Incident Management System policies and procedures.
- Exhibits a working knowledge of nature and scope of duties.
- Exchanges ideas and information with others orally and in writing.
- Combines individual efforts and directs them towards hospital and departmental goals.
- Works assigned shift/shifts, weekends and holidays, as scheduled.
- Assists the Nursing staff with patient care as needed, answering call lights, bringing supplies to patient rooms.

### Educational/Experience Requirements:

- High School Diploma or equivalent.
- Medical experience/training preferred, exposure to medical terminology.
- Computer experience required.
- Understands HIPAA regulations and privacy of patient and employee information.



**APPLY NOW**