

TEDS Job Description Manager User Guide

(NEW or UPDATES)

Directions: Please type answers in the **blue shaded text box**.

You may clip and paste text from any resource.

Save document and then attach in email to your appropriate HR recruiter.

Department Name:

Department Cost Center #:

Job Title:

Job Code Number#:
Note: Leave blank if unknown

Position Summary:

Assist administrative team to complete day-to-day activities.

Note: This should be a 2-3 sentence paragraph that explains briefly what the basic daily/weekly job duties. What would be helpful information for someone new applying for the opening to have a clear understanding job duties or what the recruiter could focus on for an employment advertisement.

Core/Major Duties: List 6-12 "Major" duties of this position

- Maintain confidentiality in all aspects of clients, staff and hospital information.
- Interact with clients, vendors and visitors.
- Open, sort and distribute incoming correspondence, including faxes, and mail including FedEx/UPS packages.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Create and modify documents such as invoices, reports, memos, letter and financial statements using word processing, spreadsheet, database, database and/or other presentation software such as Microsoft Office, or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the administrator, staff and the board of directors.
- Set up and coordinate meetings, conferences, and special events.
- Prepare agendas and make arrangements for committee, board or other meetings.
- Compile, transcribe, and distribute minutes of meetings.
- Make travel arrangements for staff and board.
- Collect and maintain inventory of office equipment and supplies with the business office manager.
- Support staff in assigned project-based work.
- Assists in special events, such as, fundraising activities and the annual meeting.

HIPAA: This position will have access to the following Protected Health Information in order to carry out the duties related to their position based on the following criteria:

**Primary – required (routine) to do the job;
Secondary – required for the job, but mostly be exception; and
None – no approved access**

Description of Information

Level

Patient Demographic Information (information used to identify a person): Name, Date of Birth, Address, Race, Marital Status, Religion

Primary

Financial Information/Insurance (information related to insurance, billing and payment): Billing Information, Payer Name, Payer ID, Account Balances, Plan Elements Covered, Payment Information, Payment Rates

Secondary

Clinical Information (information that describes a patient’s health status): Diagnosis, Reports/Medical Notes, Test Results, Problem List, Procedures, History and Physical

Secondary

Coding Information (clinical information that is in (alpha) numeric format): ICD-9 Codes, Rev Codes, CPT Codes

None

Education/Experience:

Currently Enrolled in Administrative Assistant Technical program.

Certificates and Licenses:

None

Please complete the questions on how they pertain to your position:

Working Conditions:

Overview of actual typical working conditions -- generally describe the conditions in a few sentences

Example: Work is generally performed within an office environment, with standard office equipment available. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc.

Work is generally performed within an office environment, with standard office equipment available. Lighting and temperature are adequate, and there are not hazardous or unpleasant conditions caused by noise, duct etc.

Body Positions: (% spent during shift, must equal 100%)

Sitting:

Standing:

Other/Walking:

Level of Movement: Which level listed below fits your position the best?

Occasional (<33% or <100 times/shift)
Frequent (34-66% or 100-500 times/shift)
Constant (100% or >500 times/shift)

Answer:

Level of Lifting: Which level listed below fits your position the best?

Sedentary (= < 10 pounds occasionally)
Light (= < 20 pounds occasionally OR = < 10 pounds frequently)
Light Medium (= < 35 pounds occasionally OR = < 20 pounds frequently)
Medium (= < 50 pounds occasionally OR = < 20 pounds frequently OR = < 10 pounds constant)
Medium Heavy (= < 75 pounds occasionally OR = < 35 pounds frequently OR = < 15 pounds constant)
Heavy (= < 100 pounds occasionally OR = < 50 pounds frequently OR = > 20 pounds constant)
Very Heavy (= < 100 pounds occasionally OR = > 50-100 pounds frequently OR = < 20 pounds constant)

Answer:

Placement /Movement of Material: *Example: Must be able to lift, bend and carry medium to heavy weight equipment. Move tables and chairs.*

Must be able to lift, push/pull, hold/carry, and occasionally climb. Must be able to stand, sit, and walk frequently.

ministr

Task	Frequency
Lifting floor to waist	<25%
Lifting waist to shoulder	<25%
Lifting above shoulder	<25%
Repetitive twisting	Not part of work
Climbing	<25%
Pushing	<25%
Pulling	<25%
Carrying	<25%
Awkward Positions	<25%
Special tools/equipment	None

Use this guide.

Not Part of Work
< 25% of shift
25-50% of shift
50-75% of shift
> 75% of shift

5-10	lbs
5-10	lbs
5-10	lbs

Personal Protective Equipment:

Put an "x" next to the personal protective equipment used in the position:

Air Supplied Hood	
Apron	
Face Shield	
Glasses	
Gloves	
Goggles	
Gowns	
Hair Nets	
Hearing Protection	
Lifting Belts	

Mask	
Mouth Piece	
Respirator	
Resuscitation Device	
Shoes - Slip Resistant	
Shoes - Steel Toe	
Suit - Hazardous Material	
Suit - Non Hazardous Material	
Welding Apparel	
Welding Helmet	

Other, please identify	