Job Description

**Job Title:** Unit Secretary

**Classification**: Full Time/Non-exempt

**Education Required**: High School Diploma or GED

**Reports to**: Nurse Manager, Charge Nurse or Nursing Supervisor

**Creation Date**: 10/29/2013

**Revised Date**:

**Job Summary:**

Under general direction of Nursing Staff, provides general clerical duties, reception duties and requisition of supplies, equipment, and services from other departments. Assists in maintaining the general function of the Nursing Station.

**Essential Duties and Responsibilities:**

* Demonstrates accurate and timely order processing according to hospital policy.
* Coordinates patient care through entering orders via computer.
* Correctly schedules tasks, exams and procedures in sequence, including preps and assuring all required information is sent with processed orders.
* Assembles, disassembles, and maintains patient medical record.
* Orders forms and supplies as directed.
* Demonstrates effective written and verbal inter and intra communication maintaining patient confidentiality.
* Demonstrates excellent patient and patient family focus; assists visitors as needed.
* May float to other departments as required
* Other duties as may be assigned.

**Job Requirements**

**Education:** High School Diploma or GED.

**Licensure/Certification:**

**Experience:** Previous Unit Secretary Experience or 1 year of Medical related experience such as Medical Office Assistant or Patient Care Technician. Knowledge of Medical Terminology and computer skills are required. Excellent customer service skills are required.

**Physical Requirements:** Frequent sitting, walking, standing. Frequent reaching bending, stooping. May frequently work with lifting patients up to 100 lbs., alone.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_