

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 4828
Grade: CF
FLSA: Non-Exempt

Standard Job Description

Job Title
Ward Clerk

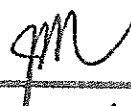
Department
Juvenile Temporary Detention Center (JTDC)
Administration

Job Summary

Under the supervision of the Manager/Supervisor, the Ward Clerk will be responsible for organizing and maintaining the clerical operations and needs of the unit/division. Functions as the customer service representative to patients, nurses, physicians, correctional officers and other Juvenile Temporary Detention Center (JTDC) employees. Maintains the integrity of the medical record and provides clerical and administrative support tasks for patient care provider(s). Supports the philosophy, goals and objectives of JTDC and the Administration Department.

Typical Duties

- Transcribes medical orders from charts and prescriptions to medication administration records and gives the orders to nursing for verification and noting (in inpatient areas).
- Schedules patients for sick-call (unit/division specific). Assembles patient medical records, maintain proper order of records within chart holder and clerical duties required by patient's admission, transfer, discharge or death.
- Answers the unit telephones, documents and relays the message to the appropriate person in a pleasant, courteous and effective manner.
- Routes charts when patients are transferred or discharged following unit/division procedures.
- Utilizes CIMIS as needed (i.e. diet entry, location verification, etc.).
- Assists provider staff to maintain inventory and supplies.
- Maintains a stock of forms for use and picks up supplies as needed.
- Copy forms as needed.
- Runs errands as needed to other departments, i.e. Lab, X-ray, ER, etc. (unit/division specific).
- Completes unit data collection and statistical report from the data collected by the provider staff (unit/division specific) after review by manager.
- Keeps unit Daily Log updated with admissions, discharges and transfers (unit/division specific).
- Helps maintain a safe and clean working environment.
- Checks patient charts for putting in additional chart forms (with patient stamp embossed on form - unit/division specific).
- Participates in Quality Assurance Audit for unit.
- Assists new personnel in orientation to environment.
- Notifies supervisor of division activity/problems in a timely manner.
- Adheres to dress code policy. Dresses in a neat, clean and professional manner.
- Ensures the efficient running of the unit/division.
- Assists patient care provider(s) with documentation, equipment and communication during emergency situations.
- Notifies new unit/division of patient transfer, med orders and next sick call/clinic appointment if documented.



Typical Duties continued

- Ensures documentation is clear, appropriate and concise.
- Transcribes medical orders.
- Schedules Sick call -follow-up appointments.
- Compliant with Corporate Compliance and HIPPA policies and guidelines.
- Communicates concerns/needs to management and administration in an open, clear and positive manner.
- Transports patient's medical records, lab requisitions between departments.
- Adheres to dress code policy. Dresses in a neat, clean and professional manner
- Other duties as assigned.

Reporting Relationship

Reports to the Medical Mental Health Program Director

Minimum Qualifications

- High School Diploma or GED Equivalent
- One (1) year of clerical work experience
- Basic computer skills
- Must be able to type 25 word per minute

Preferred Qualifications

- Work experience in a health care environment to include medical terminology

Knowledge, Skills, Abilities and Other Characteristics

- Good organizational skills
- Computer experience; skilled in the use of office equipment and machines
- Strong interpersonal skills
- Numerical ability to make accurate computations on patient related and unit data
- Ability to work under pressure

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



