



**Job Code:** 6823  
**Grade:** X16  
**HCWR:** N

**Job Title**  
Ward Clerk (SEIU 73)

**Department**  
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. The Ward Clerk functions as the customer service representative to patients, nurses, physicians, correctional officers, and other employees. Maintains the integrity of the medical record and provides clerical and administrative support tasks for the patient care provider(s). Supports the philosophy, goals, and objectives of the Department.

**Typical Duties**

- Transcribes medical orders from chart, and prescriptions to medication administration records and gives the orders to nursing for verification and noting (in inpatient areas)
- Under supervision, schedule 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
- Possess knowledge of basic math, medical abbreviations, and medical terminology
- Routes charts when patients are transferred or discharged following unit/division procedures
- Utilizes CIMIS as needed (i.e., diet entry, location verification, etc.)
- Demonstrates flexibility and tolerance for healthcare and care delivery changes
- Assist provider staff to maintain inventory and supplies
- Maintains a stock of forms for use and picks up supplies as needed
- Copies 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
- Keep unit Daily Log updated with admissions, discharges, and transfers (unit/division specific).
- Helps maintain a safe and clean working environment
- Check patient charts for putting in additional chart forms (with patient stamp embossed on form - unit/division specific)
- Participates in QA 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, next sick call/clinic appointment if



**Typical Duties**

documented

- Demonstrates a positive attitude and openness to constructive feedback
- Appropriate in interaction with others
- Documentation is clear, appropriate, and concise
- Transcribes medical orders
- Schedule 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
- Other duties as assigned
- The duties listed as not set forth for purposes of limiting the assignment of work. They are not to be constructed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work

**Minimum Qualifications**

- High School Diploma or GED
- One (1) year of full-time 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**

- Computer experience
- Skilled in the use of office equipment and machines
- Good organizational skills
- 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.



**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**