

YOAKUM COUNTY HOSPITAL

Denver City, Texas

JOB DESCRIPTION

Supervisor: Dialysis Facility Administrator

Department: Dialysis

Job Title: Dialysis Clinic Coordinator, Full time

Schedule: Monday, Wednesday, Friday 4:00am-7:30pm

JOB SUMMARY: Responsible for planning, organizing, and coordinating Dialysis Unit office and building activities. Ensures medical records and employee records are properly maintained, completed and preserved Coordinates information with nursing, nutrition, social and billing services as well as hospital, laboratories and regulatory agencies. Assists and supports the unit management team in achieving quality, patient satisfaction, staff development, business management, teamwork, culture and employee satisfaction. OSHA Bloodborne Pathogens Class III.

Shares responsibility with Clinic Manager as Bio Med for dialysis machines and water room; opening and closing building; and serves as backup Dialysis Tech/CCHT when needed.

JOB QUALIFICATIONS:

- A. Education: High School graduate, two years college or equivalent or specialized medical or administrative training preferred.
 - B. Personal Job-Related Skills: Knowledge of computer spreadsheets, word processing and Windows. Familiar with operating personal computers and knowledge of general clerical duties. Organizational, verbal and written communication skills.
 - C. Licensure, Registry or Certification: Valid Driver's License and insurance. CCHT certification
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- A. Experience:

1. Prior Work Experience: Previous experience as a secretary preferably in a healthcare setting.
2. Technical Training: Current CPR certification.

B. Physical and Mental Requirements: Duties of the position require intermittent walking, sitting, and standing. Some bending, stooping, and reaching is required with the lifting of items up to a weight of 40 pounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Plans, organizes and coordinates administrative office activities.
- B. Assumes responsibility for medical records by keeping patient's paper charts up to date.
- C. And other duties assigned.

OTHER SIGNIFICANT REQUIREMENTS:

- A. Maintains HIPAA required and all other confidentiality while working with confidential matters on a daily basis.
- B. Performs duties in related departmental functions as directed by the Administrator or Department Supervisors.
- C. Follows safety guidelines and policies for the Hospital