

Black River Memorial Hospital
JOB DESCRIPTION

Job Title: Emergency Department/Health Unit Coordinator	Employee Name:
--	-----------------------

Created on: 11/01/94	Department: Nursing	Pay Type: Non-Exempt
Reports To: Nurse Manager and Registered Nurse	Reviewed on: 06/01/12, 02/15/17	Revised: 01/06/00, 01/01/01, 12/01/03, 09/15/04, 09/12/06, 08/19/10, 06/06/11, 11/07/11, 05/31/13, 09/15/14, 06/01/16

POSITION SUMMARY: Performs as part of the nursing team in non-clinical tasks and coordinates activities of the unit.
I. Essential Duties and Responsibilities
1. Performs and coordinates clerical activities on the unit to promote patient focused care.
2. Accurately transcribes orders into the computer.
3. Efficiently and appropriately utilizes office equipment.
4. Accurately organizes and prepares medical records.
5. Documents according to established standards.
6. Effectively and accurately communicates pertinent information to various departments and/or personnel.
7. Registers patients according to established standards.
8. Assists other nursing team members through the steps of the health unit coordinator role.
9. Follows the hospital's attendance policy.
Additional Duties
10. Performs other duties as assigned or as opportunities arise.

Educational Qualifications:

- High School Diploma or General Education Degree (GED).
- Certificate from a vocational or technical college in health unit coordination, experience as a medical secretary or nursing assistant required or equivalent education and experience.
- Proficient computer and typing skills.
- BLS certification within 3 months.

Work Relationship:

- Reports directly to the Nurse Director.
- Works regularly with nursing, medical and other patient care departments.
- Regular contact with patients, families, volunteers and public.

Working Conditions:

- Work is performed largely in a safe hospital environment with minimal chance for personal injury.
- Frequently works near moving mechanical parts.
- Regularly exposed to risk of electrical shock.
- Occasionally exposed to toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.

Physical Requirements:

- Frequently required to sit and stand.
- Occasionally required to stoop, kneel and crouch.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently required to lift and/or move up to 10 pounds of department supplies and equipment.
- Occasionally required to lift and/or move up to 25 pounds of department supplies and equipment.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

Acknowledgement:

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

Employee Signature

Date