

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

1.023

1.024

Class Specifications
for the Classes:

ADMITTING CLERK I & II
SR-10; SR-12
BU:03

ADMITTING CLERK I

1.023

Duties Summary:

Receives incoming patients for hospitalization; interviews patients or accompanying parties to obtain data required for admission; types and maintains files of admittance and related records; assigns patients to rooms or wards; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished from other clerical classes by its responsibility for performing the clerical and record keeping work attendant upon the admission of patients to a hospital.

Examples of Duties:

Receives incoming patients for hospitalization and obtains physician's authorization for admittance; interviews patient or representative to obtain identifying information, such as patient's name, address, age, telephone number, occupation, persons to notify in emergency, attending physician, and individual or insurance company responsible for payment of hospital bill; prepares papers required for welfare, indigent and Veteran Administration patients and secures proper signatures and certifications; interprets hospital regulations relative to visiting hours, charges and payment of bills; prepares bills to various medical insurance agencies; places patient's valuables in office safe and arranges for issuance of receipt; assigns patient to room or ward, based on nature of illness and type of accommodation requested; escorts or arranges to have patient escorted to appropriate room; types admitting and information records and forms and routes them to appropriate departments; assists in the operation of the office by acting as receptionist and switchboard operator and performing record keeping, filing, typewriting, inputting data via teleprocessing terminals, issuing receipts for payments, and other clerical work as required.

Knowledge and Abilities Required:

Knowledge of: Office practices and procedures; grammar, spelling, punctuation and work usage; use of standard office machines; techniques of interviewing others to obtain pertinent information.

Ability to: Make arithmetic computations; compare names and numbers rapidly and accurately; type at the rate of 40 net words per minute; operate a telephone switchboard, teleprocessing terminal, and inter-communication system; file materials numerically and alphabetically; follow oral and written instructions; deal tactfully and effectively with the public; work harmoniously with others; understand, explain and apply policies, procedures, rules and regulations pertinent to admission of patients to hospitalization or medical care; keep matters confidential; interview others to obtain pertinent admissions information.

ADMITTING CLERK II

1.024

Duties Summary:

Supervises and participates in the operations and activities of a hospital admitting office; coordinates operations and activities with other departments of the hospital and public and private agencies; and performs other duties as required.

Distinguishing Characteristics:

The class involves responsibility for the operations and activities of an admitting office. A position in this class supervises and participates in the activities of the office and coordinates the activities of the office with the activities of other hospital departments.

Examples of Duties:

Supervises and participates in the operations and activities of the admitting office; coordinates the operations and activities with other departments of the hospital and public and private agencies; compiles and prepares periodic operational and activity reports; receives and interviews patients and/or accompanying parties to obtain data such as name, address, telephone number, date of birth, age, occupation, name of attending physician, persons to notify in case of emergency, person or parties responsible for payment, admitting diagnosis, etc.; secures signatures for authorization of assignment of insurance benefits; secures information, signatures and certifications for and files requests for welfare, indigent, county pensioner, psychiatric, Veterans Administration, military dependent and Medicare benefits; secures deposits or arranges for method of payment for costs not covered by insurance or other benefits; explains

hospital regulations and policies on visiting hours, charges, payment of bills, etc.; receives, issues receipts and stores patients' valuables for safekeeping; assigns patients to floors, rooms or wards according to nature of illness and accommodations requested; prepares admitting records and routes them to appropriate hospital departments; reviews, follows-up and completes records of admissions prepared by others after admitting office hours; sets up and maintains records and files; attends staff meetings and conferences; may operate a teleprocessing terminal.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; office practices and procedures; grammar, spelling, punctuation and word usage; use of standard office machines; clerical procedures pertinent to processing patients for admittance to hospitalization or medical care; and patient record keeping practices; techniques of interviewing others to obtain pertinent admissions information.

Ability to: Type at the rate of 40 net words per minute; operate a telephone switchboard, teleprocessing terminal and intercommunication system; supervise the work of others; understand, explain and apply policies, procedures, rules and regulations pertinent to admissions of patients to hospitalization or medical care; prepare reports; set up and maintain patient records and files; make arithmetic computations; compare names and numbers rapidly and accurately; give and follow oral and written instructions; deal tactfully and effectively with the public; work harmoniously with others; keep matters confidential; and interview others to obtain pertinent admissions information.

This is an amendment to the classes, Admitting Clerk I & II, which was adopted on December 30, 1969, pursuant to Act 265, SLH, and subsequently amended on July 16, 1970.

These classes are adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
Vice President/Chief Human Resources Officer