
POSITION TITLE:	Receptionist, Medical Records Clerk
RESPONSIBLE TO:	Manager of Finance and Administration
DEPARTMENT:	Administration
AWARD:	Hospital Administration Officers Award
CLASSIFICATION:	As per Award
REPORTS TO:	Team Leader Administration
CONTRACT:	As per employment contract

POSITION STATEMENT

The position aims to positively and effectively provide receptionist services to customers, visitors and staff of Orbost Regional Health, whilst also providing a welcoming environment for all patients, carers and clients to Orbost Regional Health.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

- Preparation of new Medical Records, Community Support & Allied Health Records, maintenance, filing and retrieving of Medical Records for Clinical, Community and Administration Staff.
- Maintaining general stationary stocks
- Processing Data using Comrad software program for X-rays taken during the day, evening and after hours including weekend.
- Invoicing x-ray accounts to Medicare,
- Carry out banking and post office duties as well as the filling of hospital and clinic prescriptions at the chemist.
- Arranging and confirming Physiotherapy, Dietician, X-ray and other appointments that may occur.
- Handle all phone enquires in a professional manner.
- Replenishing paper in Photocopiers, Fax Machine and printers in Administration and Reception.
- Receipting, and banking using the Oracle program.
- Reconciliation of cash to float following the banking procedure.
- Reporting of cash discrepancies to the Manager of Finance and Administration.
- Securing of monies at end of day and locking down of safe, medical records, reception and front door and ensure lock up procedure is adhered to.
- Clearing fax machine, re-directing faxes and information received.
- Using IPM iSOFT to locate URN (Unit Registration number) Patient Id numbers for retrieval of inpatient Medical Files.
- Completing Outpatient paperwork for Presentations for Thursday day surgery, including request referrals for Pathology.

QUALIFICATIONS

- Preferred experience
- A strong quality customer focus
- Computer skills
- Drivers licence

KNOWLEDGE, SKILLS and ATTRIBUTES

- A sound knowledge of general office procedures
 - Experience in Microsoft word, excel and publisher
 - The ability to work without supervision
 - Excellent verbal communication skills
 - The ability to perform reception and clerical tasks
 - Knowledge and skill in a busy administrative office
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HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Respect, Integrity, Compassion, Excellence, Community**
 - All employees of Orbest Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
 - Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbest Regional Health
 - During the annual performance review discussion review the annual information updates as listed in attachment 2.
 - All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
 - On an annual basis complete mandatory training as per attachment 1.
 - ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.
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ADMINISTRATION

- Be conversant with Orbest Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system
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OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.

- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
 - Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
 - Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.
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QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
 - Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
 - Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
 - Actively participate in the Orbest Regional Health quality program and accreditation processes against the above standards.
 - Are confidently able to complete a RiskmanQ quality activity.
 - Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
 - Have processes to monitor and evaluate the performance of the services provided by the work area.
 - Be aware of Orbest Regional Health's approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.
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AUTHORITY AND CONDITIONS

- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

.....
Executive Title

.....
Signature

.....
Signature

.....
Date

.....
Date

Orbost Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Pleasant Telephone manner
- Excellent Communication Skills
- Ability to work under pressure
- Excellent Interpersonal Skills
- Excellent Computer Skills (Knowledge of MS Office Package)
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

Desirable Criteria

- Previous Receptionist Skills
- To be able to work unsupervised
- To be able to work as a team member

Orbost Regional Position Description - Attachment 1

Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package-clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package-clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation & Annual	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation & Annual	Mandatory	All ORH Staff	Online Training	MPS Managers

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2years	Info Update	All ORH staff	Manager Discussion