



Job Description

ADMITTING

Purpose: To warmly greet patients at each clinic and gather initial information for nurses and providers.

Responsible To: Admitting Coordinator/Clinic Coordinator

Time Commitment: A minimum of 4 hours at each clinic. Morning clinic must be able to arrive not later than 7:30 am and afternoon clinic arrival not later than 11:45 am.

Licenses/Certifications or Skills: None

Special Considerations: Definitely need to be a “people person,” have clear penmanship and good communication skills. Because this position is in the waiting area for our patients there is possible exposure to airborne pathogens. Work space is somewhat confined and must be aware of the safety of others and evaluate emergent situations effectively requesting help as needed.

Responsibilities:

- A person in this position doesn't have to be a Christ follower, but must adhere to the philosophy of the clinic that our goal is to bring those around us to a personal relationship in the Christ of hope.
- Facilitate the giving out of the patient numbers for the day (morning clinic only)
- Complete intake paperwork as requested which includes taking patient information, tracking patients turned away and working with medical staff as needed to assure smooth flow for patients
- Provide the first customer service for the patients of SFMC which includes not only intake, but doing onsite evaluation of patient status in the waiting room (e.g. temperature in area, patients needing immediate evaluation, patients that are getting or are upset and disruptive, etc.) and requesting assistance from other clinic personnel as needed.
- After intake completed doing clinic essential tasks (e.g. answer clinic phone for remainder of shift, assure paperwork for admitting ready for future use, etc.)
- Assure confidentiality guidelines are adhered to.
- Other duties as requested to facilitate the smooth running of the clinic session.