

Texas Prime Healthcare Inc

JOB DESCRIPTION: Secretary

Title of Immediate Supervisor: Chief Financial Officer/Director of Nursing

POSITION REQUIREMENTS:

An Associate degree in business or Health Related courses with a minimum of 30 college credits in Health or Health Billing can substitute for one year of above experience; a bachelor's degree in same can substitute for two years of above experience. Three (3) years of general Home Health Agency experience.

POSITION SUMMARY:

The *Secretary* performs administrative, accounting, and support work involving Home Health and Primary Care service operations. Works under the general direction of the Chief financial Officer, DON and Office Manager to collaborate an efficient working atmosphere. Supervises and directs operations of the Skilled Nurses, Home Health Aides and Primary Care Attendants on the periods of submission of time sheet. Proofreading the submitted notes, ensuring that they match with the frequency of the patient's episode.

RESPONSIBILITIES:

1. Answer incoming calls with absolute professionalism and resolving issues that need to be attended over the phone.
2. Greets the public, provides information, answers questions and researches files.
3. Arranges and prepares notification of meetings from the Doctors, Patients, Social workers and individuals to the CFO and DON
4. Organizes and prepares mail in/out to the appropriate department, person or directly to the CFO and records of mail from the doctors.
5. Determines possible solutions to problems and presents alternatives for review by the CFO or Administrator.
6. Receives and record requests, complaints, and information from the patients, staffs, public and either handles or transmits to the appropriate person.
7. Prepares and types correspondence, 485, computing of OASIS data, reports, memos, letters, filling of appropriate information to the designated files, etc.
8. Maintains updated patient information, records on the patient's response to treatment including nurse visits, Home Health Aides and Primary Care Attendants.
9. Performs other duties as apparent or as delegated.

JOB CONDITIONS:

Position is stressful in meeting deadlines. Minimal lifting of office records and printouts. Primarily, a desk job which involves sitting, standing, stooping and walking. Excessive telephone communication. Traveling by car or airplane to local, out-of-town or state seminars, conferences or meetings. Must be able to read 12 point or larger type. Must be able to hear adequately on the telephone with no more than an amplifier. Must be able to hear and speak in a manner understood by most people. Must be able to communicate both verbally and writing.

EQUIPMENT OPERATION:

Utilizes PC, Calculator, 10 line telephone, and other related office equipment.

COMPANY INFORMATION:

Access to client medical and personnel records which may be discussed with all management staff.

STATEMENT OF UNDERSTANDING:

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily. I have not been employed as Administrator with an agency that was cited with violations that resulted in enforcement action, or convicted of a felony or misdemeanor as listed in 97.601(b)(2).

Employee Signature

Date

PERFORMANCE EVALUATION

JOB DESCRIPTION: Secretary

Immediate Supervisor: Chief Financial Officer/Director of Nursing

Please check the box for the number that best describes the individual's rating:

1 = POOR 2 = FAIR 3 = AVERAGE 4 = GOOD 5 = EXCELLENT

	1	2	3	4	5
ABILITY TO ACCOMPLISH JOB RESPONSIBILITIES					
1. Performance: Accurateness and accountability of required tasks and projects.					
2. Timeliness: Manages time appropriately to accomplish job responsibilities and projects by due dates. Timeliness to meetings, appointments and work.					
3. Decisiveness: Capacity to effectively render realistic alternatives and to conclusively select a best course of action in a timely manner.					
4. Resourcefulness: Ability to create opportunities in a changing environment to assure accomplishments of vital goals.					
5. Reliability: Consistency of actions derived from professional competence and concern for contribution to profit.					
6. Orderliness: Self-discipline essential to maintain system and structure to support the efficient performance of work.					
PROFESSIONAL ATTRIBUTES					
1. Confidence: Self assurance in meeting job demands; belief in self and in capabilities of others to take needed actions and deliver required results.					
2. Commitment: Capacity to accept accountability for actions and measurable results and to give needed action support to other team members.					
3. Responsibility: Ability to think and act rational and to be accountable for actions and for results accomplished.					
LEADERSHIP ATTRIBUTES					
1. Positiveness: A "can do" attitude in response to directions, ideas, suggestions and criticism to advance productive team action.					
2. Drive: Sustained and concentrated initiative toward meeting deadlines and taking necessary actions to achieve vital goals.					
3. Energy: Mental, emotional and physical vitality used vigorously in taking required actions.					
4. Power: Personal power and desire to influence the actions of others toward accomplishing vital goals.					
5. Enthusiasm: Intense and sincere interest, expressed as a healthy concern for other employees, actions to realize improvement and embrace change.					
6. Persuasiveness: Force of self-expression that clearly conveys meaning and influences goal directed actions.					
7. Goal Accomplishment: Ability to formulate goals for improved results and to focus actions on their accomplishments.					
Evaluator/Date:	Employee/Date:				
Comments:					

SELF EVALUATION

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Immediate Supervisor: Chief Financial Officer/Director of Nursing

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Medical Director/Date:	Comments/Development Planning:				
Goal Setting:	Goal Achievement:				