

PRICELIST

State Term Schedule Number 800167 Index No. STS155 – Temporary Medical Staffing

Effective July 01, 2015 through June 30, 2016



Behavioral & Social Sciences	
Social Worker (BSW)	\$30.00
Licensed Social Worker (LSW)	\$32.00
Social Worker (MSW)	\$33.36
Licensed Independent Social Worker (LISW)	\$35.00
Licensed Professional Counselor (LPC)	\$35.00
Licensed Professional Clinical Counselor (LPCC)	\$36.00
Licensed Profession Clinical Counselor w/Supervision Designation (LPCC-S)	\$38.00
Licensed Chemical Dependency Counselor II	\$32.00
Licensed Chemical Dependency Counselor III	\$35.00
Licensed Independent Chemical Dependency Counselor II	\$36.00
Licensed Independent Chemical Dependency Counselor-Clinical Supervisor	\$38.00
Clerical (Medical)	
Medical Scheduler	\$18.00
Medical Secretary	\$19.38
Medical Coder 1	\$22.00
Medical Coder 2	\$25.00
Medical Coder 3	\$27.50
Dietary	
Diet Technician	\$19.00
Dietician	\$33.36
Laboratory	
Medical Laboratory Technician	\$22.00
Medical Laboratory Technologist	\$30.25
Nursing Related	
Certified Nursing Aide/Assistant	\$17.00
State Tested Nurse Aide (STNA General)	\$17.52
Medical Assistant	\$17.85
Licensed Practical Nurse (LPN General)	\$28.11
Licensed Practical Nurse (LPN Vocational)	\$28.54
Licensed Practical Nurse (LPN w/Specialty)	\$31.49
Registered Nurse (RN Dialysis)	\$37.00
Registered Nurse (RN General)	\$37.00
Registered Nurse (RN Mental Health)	\$37.00
Registered Nurse (RN Occupational Health)	\$39.97
Pharmacy	
Pharmacy Technician (Certified)	\$19.74
Phlebotomist	
Phlebotomist	\$18.04
Radiology	
Radiology Technologist (Diagnostics)	\$30.00

Radiology Technologist (Radiographer)	\$30.52
Radiology Technologist (Mammography)	\$32.67
Radiology Technologist (MRI)	\$38.81
Radiology Technologist (CT Scan ARRT)	\$42.08
Ultrasound Technologist (Sonographer)	\$45.69
Specialty Imaging Technologist (ARRT Cert.)	\$45.89
Technicians/Technologists (other)	
Health Information Technician	\$18.50
Medical Technologist (ASCP Certified)	\$34.32
Nuclear Medicine Technologist	\$54.00
Paramedic Educator	\$77.00
Therapy (Occupational/Physical)	
Occupational Therapist Assistant	\$34.78
Respiratory Therapist	\$35.24
Physical Therapist Assistant	\$35.45
Speech and Language Pathologist	\$41.18
Speech and Language Therapist	\$43.04
Occupational Therapist	\$44.59
Physical Therapist	\$49.85

Holiday Observation for all contracts: Hours worked on the following holidays will be paid at a rate of time and one-half of the applicable rate.

New Years - The first day of January
Memorial Day - The last Monday of May
Independence Day - The fourth day of July
Labor Day - The first Monday of September
Thanksgiving Day - The fourth Thursday of November
Christmas Day - The 25th of December

Holiday Shift:

Third Shift – 11:00 PM to 7:00 AM or 10:00 PM to 6:00 AM
First Shift – 7:00 AM to 3:00 PM or 6:00 AM to 2:00 PM
Second Shift – 3:00 PM to 11:00 PM or 2:00 PM to 10:00 PM

Overtime Pay

Applies to hours worked over 40 hours per week at time and one-half

Background Checks, Fingerprints and Drug Testing

Prior to placement of an employee, contractor will provide the institution with evidence of a background check performed through a national database, in addition to finger printing and drug test results performed no more than thirty (30) Days Prior to placement of employee.

Geographic coverage (service area): See individual contracts

Payment Terms: See individual contracts

See contract for ordering and contact information. See posted pricelist of respective company for minimum qualifications, positions descriptions & duties.

Position Titles, Minimum Qualifications & Description of Medical Professionals Duties (in alphabetical order):

Clinical Laboratory / Medical Laboratory Technician Job

Description

Revised: 03/2011 ©2011 Supplemental Health Care Med Tech Job Description

Reports to:

Work Site Supervisor

Revised:

03/2011

General Purpose:

The Med Tech / Med Lab Tech is responsible for performance of various medical laboratory tests to obtain data for use by physician in the diagnosis and treatment of disease. Is also responsible for prioritizing testing procedures and completing those procedures in an accurate and timely manner and maintaining proper accurate records of all tests done in accordance with established policies, procedures and regulations.

Essential Functions:

- Obtain specimens from patients as required using established techniques.
- Prepare culture media, chemicals, reagents and solutions.
- Perform bacteriologic, microscopic and chemical laboratory tests and examinations to obtain data for use in the diagnosis and treatment of disease.
- Use automated equipment and instruments capable of performing simultaneous testing including microscopes, cell counters and other lab equipment.
- Perform simple and complex mathematical calculations as needed, analyze results and communicate findings to the appropriate health care provider.
- Record findings in accordance with established policies, procedures and regulations.
- Establish and monitor quality control programs.
- Maintain inventory of supplies, material and equipment.
- Maintain and clean equipment and instruments as per established procedures and manufacturer's instructions.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.

Minimum Requirements:

- Education: Medical Laboratory Technologists have a Bachelor of Science degree in Medical Technology or related science field. Medical Laboratory Technicians have a 2-year academic and clinical degree (Associate of Science).
- Licensing: Certification as a Medical Technologist with accreditation.
- Training and experience: Twelve months of accumulated experience within the last two years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.

- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. In the following paragraphs, Supplemental Health Care is referred to as the "Company". The Health Care Professional will receive or have access to information about the "Company's" customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the "Company's" confidential property and which shall be considered "Trade Secrets". The Health Care Professional agrees to keep all Trade Secrets in

strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about the "Company's" patient/client medical records ("Patient Information"), all of which are the "Company" and customers' confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchises, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other jobrelated

duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

Certified Pharmacy Technician Job

Description

Revised: 01/2010 ©2010 Supplemental Health Care Pharm Tech Job Description

Reports to:

Work Site Supervisor

Revised:

01/2010

General Purpose:

Under supervision of pharmacist/supervisor supports pharmacy services to patients and medical practitioners. Services including but not limited to assisting with oversight, monitoring, preparation, dispensing and proper documentation of patient medication therapy as well as providing drug information, patient information and oversight of information and dispensing systems. Assist with compliance with Federal, State and local laws and regulations as well as proper storage and documentation.

Essential Functions:

- Knowledge of medications and their indications, contraindications, dosing, side effects, and proper administration and knowledge of accepted medication resources and informational databases.

- Assist with reviewing medication orders for appropriateness and contacting the prescriber, as directed by

pharmacist, for any medication related problems or order clarification.

- Assist with preparation, labeling and dispensing of medications and supplies in accordance with physicians' prescriptions to patients.

- Assist with providing other drug and pharmaceutical information, as appropriate, to patients and/or medical

practitioners on drug indications, contraindications, dosage, medications, interactions, and side effects.

- Assist with overseeing the acquisition and disbursement of drugs and medications to clinical sites and offices.

- Assist with establishing and maintaining methods and manner of storage and recordkeeping systems to provide for safekeeping of pharmaceuticals with particular attention to controlled substances.

- Assist with duties related to inventory control of medication and supplies.

- Assist with providing support, education and oversight for investigational medications for patients; provide information regarding their preparation, labeling and availability within the medication system; maintain appropriate and required records and documentation for investigational drugs.

- Follows established departmental policies, procedures, and objectives, continuous quality improvement

objectives, and safety, environmental and/or infection control standards.

- Performs miscellaneous job-related duties as assigned.

Minimum Requirements:

- Education: Education in arithmetic that includes addition & subtraction; typically high school diploma or equivalent is required. Certificate and/or training from Pharmacy Technician program may be required or preferred.

- Licensing / Certification: A current unrestricted license or certificate to practice as a Pharmacy Technician in the

state of assignment if required. Certification from Pharmacy Technician Certification Board (PTCB) or the Institute for the Certification of Pharmacy Technicians (ICPT) may be required or preferred.

- Training and experience: A minimum of twelve months of accumulated experience within the last five years in a comparable job classification.

- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life

Support (BCLS) certification.

- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.

- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.

- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. In the following paragraphs, Supplemental Health Care is referred to as the "Company". The Health Care Professional will receive or have access to information about the "Company's" customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists,

applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the "Company's" confidential property and which shall be considered "Trade Secrets". The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about the "Company's" patient/client medical records ("Patient Information"), all of which are the "Company" and customers' confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchises, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other jobrelated

duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

Certified / Registered Nursing Assistant/Nursing Assistant Job Description

Revised: 4/2009 ©2009 Supplemental Health Care CNA Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

Responsible for the continuous improvement of total quality care as it relates to providing nursing assistant services to hospitals, nursing homes and other facilities requiring the services of a nursing assistant.

Essential Functions:

- Responsible for providing services to patients as directed by the nursing plan of care and/or nursing supervisor.
- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff member
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.
- Responsible for having a broad understanding of the services provided by Supplemental Health Care.

Minimum Requirements:

- Education: Graduate of a state approved training class for nursing assistants.
- Licensing: Registered to practice in the state in which employed.
- Training and experience: Twelve months of accumulated experience within the last five years in a comparable job classification; or, 600 verified hours in a comparable job classification within the 12 months; or a state approved training program plus six calendar months of experience; or, a student RN in the last year of school; or an unlicensed RN, LPN/LVN graduate.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Supplemental Health Care CNA Job Description

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or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. The Health Care Professional will receive or have access to information about the "Company's" patient/client medical records ("Patient Information"), all of which are the "Company" and customers' confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchises, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

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COTA

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care COTA Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

Revised:

05/2012

General Purpose:

Provides Occupational Therapy services to patients in a variety of settings including, but not limited to, hospitals, skilled nursing facilities, outpatient treatment centers, and schools. Assists in all phases of care including assessment, treatment, program planning, and implementation. Assists with related documentation and communication. Functions under supervision of the Occupational Therapist designated by the client facility.

Essential Functions:

- Provides Occupational Therapy services to patients under the direct supervision of an Occupational Therapist designated by the client facility, in accordance with state regulations.
- Assists the Occupational Therapist in the evaluation process as directed or as needed.
- Assists the Occupational Therapist in identifying a problem list, short-term goals, long term goals and treatment plan.
- Conducts both individual and group treatment as assigned by the Occupational Therapist and outlined in treatment plan in the areas of ADL, functional mobility, ROM, strength, coordination, cognitive/perceptual remediation and functional maintenance.
- Assists in the selection of Occupational Therapy techniques/media and in the sequence of activities, adapts techniques/media as indicated by patient performance and following consultation with the Occupational Therapist. No major modification to the treatment plan is made without prior consultation with the Occupational Therapist.
- Assists in establishing and modifying individual patient schedules in conjunction with the Occupational Therapist and other team members.
- Provides/recommends/fabricates adaptive devices or other equipment; trains patient, family and appropriate staff in the use or application of the above.
- Participates in patient, family and staff education.
- Confers formally and informally with other team members in coordinating the total rehabilitation program of the patient.
- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members. Coordinate and assist with care as directed.
- Maintains patient records that reflect patient treatment: (Evaluation, daily treatment record, physician update, patient care plans, discharge summaries, telephone orders, billing).
- Clinical knowledge and skill, or ability to develop knowledge and skills required for evaluation and treatment of pediatric, adolescent and geriatric patient populations.
- Ability to travel between facilities or other treatment locations as necessary.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility

requesting the services.

- Certain units and settings, such as home care, require special training, skills and proven competency, in addition to the usual skills of the COTA. Only COTAs with documentation of the appropriate skills are assigned to these areas.

- Participate in multidisciplinary rounds/meetings and in-services as needed.

Minimum Requirements:

- Education: Associate Degree in Occupational Therapy from an accredited program.

- Licensing: Current state licensure or license eligible in states where applicable.

- Training and experience: Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.

- Successful completion of the National Certification for Occupational Therapist Assistants preferred (may be required).

- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.

- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.

- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.

- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.

- Ability to work effectively within role independently and with other team members.

- Ability to organize and complete work in a timely manner.

- Ability to read, write and effectively communicate in English.

- Ability to understand medical/surgical terminology.

Revised: 05/2012 ©2012 Supplemental Health Care COTA Job Description

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- Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.

- Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB screen, or Chest Xray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations or titers indicating immunity; Hepatitis

B Information or Waiver; and any additional state or facility medical requirements.

- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive

standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job

functions

Dietitian

Job Description

Revised: 4/2009 ©2009 Supplemental Health Care Dietitian Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

Provides and directs dietary/nutritional consultation to the clinical staff and patients in a variety of healthcare settings, including but not limited to: hospitals, skilled nursing facilities, outpatient treatment centers and schools. Functions interdependently to perform assessment, screening, program planning and implementation, monitoring, communication and evaluation according to standards of care with appropriate documentation.

Essential Functions:

- Clinical knowledge and skill, or ability to develop knowledge and skills required for evaluation and treatment of disease specific, pediatric, adolescent and geriatric patient populations.
- Provides nutrition education and consulting to patients and makes appropriate modifications with consideration to religious, cultural, and other barriers which may effect patient's ability to follow dietary guidelines.
- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members. Coordinate and assist with care as directed.
- Interprets and communicates evaluation findings and treatment program to patients, family, and other team members.
- Develops and updates nutrition education materials and menus to reflect current level of nutrition practice.
- Registered Dietitian supervises Dietary Technicians, Dietary Aides and students as appropriate and related to implementation and evaluation of dietary treatment plan.
- Oversees the preparation and serving of food and monitors and instructs in special feeding techniques and specialized diet preparation.
- Maintains patient records that reflect patient treatment and are in compliance with state, federal and regulatory requirements: (Evaluation, daily treatment record, physician update, patient care plans, discharge summaries, telephone orders, billing).
- Ability to travel between facilities or other treatment locations as necessary.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.
- Participate in multidisciplinary rounds/meetings and inservices as needed

Minimum Requirements:

- Education: Registered Dietitian - Bachelor's Degree from an accredited college or university with course work and supervised practice experience approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA). Dietetic technicians, registered (DTRs) complete at least a two-year associate's degree at an accredited college or university and complete a dietetic technician program accredited/approved by the CADE of the ADA. Both disciplines must pass their respective national examination administered by the Commission on Dietetic Registration (CDR).
- Licensing: Licensure varies by state and jurisdiction. Licensure, certification or registration in state of practice as required by law. Maintenance of status through approved continuing education requirements.
- Training and experience: Minimum of one year of experience as a Dietitian/Registered Dietitian within the last three (3) years preferred.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client

information.

- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Revised: 04/09 ©2009 Supplemental Health Care

Dietitian Job Description
Page 2 of 2

Statement.

- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds;

constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Dietary Tech Job

Description

Revised: 03/2011 ©2011 Supplemental Health Care Dietary Tech Job Description

Reports to:

Work Site Supervisor

Revised:

03/2011

General Purpose:

The purpose of the dietitian occupation is to monitor & adjust diets of clients to assure that they are provided adequate food & meals to meet their nutritional needs.

At the first level, incumbents collect data to assist the dietitians. At the second level, incumbents plan diets for clients. At the third level, incumbents act as consultant. At the highest level, incumbents manage the entire dietary department.

Note: This series may be used in agency/institution &/or community setting.

Essential Functions:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Collects data & information concerning patients' food acceptance & plate waste studies, performs routine quality assurance activities related to monitoring of patient services (e.g., temperature test trays, visits with patients for food acceptance surveys, performs plate waste studies), prepares production sheets according to daily ward census, receives written physician diet orders & makes changes on menu cards & special diet list, prepares & maintains files & information (e.g., patient cardex file, special diet list, daily census report, daily tray count, quarterly diet census, doctor's tray critique, liquid diet & fat free diet counts), assures nutritional supplements & special feedings are prepared when ordered & coordinates information between nutrition & food service department.

Checks quality & quantity of food & reports problems & discrepancies to food service manager; assists dietitians in communication of patient dietary needs; advises food service supervisors in proper interpretation of menus; distributes diet trays in main dining room; assists in serving diets; implements & coordinates clientele transfers, diet modifications & activities within dietary department.

Participates in planning & implementation of educational in-service training for dietary department staff; operates audio-visual equipment; procures materials in educational programs; assists dietitian in instructing patients in proper eating habits, basic nutrition &/or reduction programs; provides in-service training to ward personnel in proper food handling.

Minimum Requirements:

- Graduate of associate degree program approved by American Dietetic Association or Ohio Board of Dietetics per Section 4759.10(B) of Revised Code.
Or completed program meeting academic standards set by American Dietetic Association for dietitians, received baccalaureate or higher degree from school, college or university approved by regional accreditation agency recognized by council on postsecondary accreditation per Section 4759.10(E) of Revised Code.
- Training and experience: Twelve months of accumulated experience within the last two years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.

- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.

- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Licensed Vocational / Practical Nurse (LVN/LPN) Job

Description

Revised: 5/2009 ©2009 Supplemental Health Care LPN or LVN Job Description

Reports to:

Work Site Supervisor

Revised:

05/2009

General Purpose:

The Licensed Vocational Nurse or Licensed Practical Nurse provides care to patients of all ages, within scope of experience and training in the inpatient, clinic, physician office, outpatient and/or other facility settings. Administers nursing care using good judgment, methods and skills under the direction of a Registered Nurse or Physician. The Licensed Vocational/Practical Nurse is responsible and accountable for making decisions that are based on the individual's educational preparation and experience in nursing. They are responsible for performing tasks and procedures that are: within the scope of his/her educational preparation and knowledge; permitted by the policies and procedures of Supplemental Health Care and the facility requesting the services; and permitted by other local, state, and federal guidelines.

Essential Functions:

- Responsible for: assisting providers with patient examinations, therapeutic measures, and procedures. Monitor and record physiological measurements. Provide treatment to patients per protocols.
- Activities may include:
 - Assessing, planning, implementing and evaluating patients and patient care.
 - Identifying and providing for physical, emotional, and developmental patient needs.
 - Counseling and providing health teaching to patients and their families; explaining the procedures planned for the patient.
 - Maintaining a clean and safe environment.
 - Following Universal Precautions and Infection Control Procedures.
 - Ability to establish communication with appropriate sources in response to emergency situations.
 - Providing for and respecting the patient's privacy and confidentiality.
 - Assisting with admission and discharge of patients.
 - Notifying appropriate persons promptly of unusual reactions and changes in conditions.
 - Documenting all pertinent information appropriately.
 - Receiving and giving report.
 - Safeguarding and inventorying equipment and supplies.
 - Demonstrating courteous, cooperative, and respectful behavior.
 - With the education and/or documented skills, may perform certain treatments/procedures, provided that the institution's policies and the state/provincial regulatory acts allow their performance such as venipuncture and initiation and/or administration of IV therapy.
 - Certain assignments require special experience and proven competency and only Licensed Vocational/Practical Nurses with documented experience are assigned to such roles as Charge Nurse and Team Leader.
 - Certain units and settings, such as home care, require special training, skills and proven competency, in addition to the usual skills of the Licensed Vocational/Practical Nurse. Only Licensed Vocational/Practical Nurses with documentation of the appropriate skills are assigned to these areas.

Responsibilities:

- The Supplemental Health Care Licensed Vocational/Practical Nurse accepts responsibility for his/her own actions and:
 - Assists Supplemental Health Care in determining skills and specialties.
 - Accepts only assignments for which qualified.
 - Verbalizes knowledge and purpose of patient rights and responsibilities.
 - Practices safely and competently within the job description.
 - Complies with an institution's policies and procedures.

- Communication with Supplemental Health Care about problems and other concerns.
- Informs supervisor of patient changes or needs.
- Complies with state/provincial regulatory acts.
- Follows the physician's and multidisciplinary plan of care.

Minimum Requirements:

- Education: Graduate of an accredited School of Nursing.
- Licensing: Licensed to practice as a Vocational or Practical Nurse with an active license in the state(s) in which employed.
- Training and experience: One year of current experience as a Licensed Vocational/Practical Nurse within the last three years is preferred, and may be required.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Medical Assistant Job

Description

Revised: 4/2009 ©2009 Supplemental Health Care Medical Assistant Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

Responsible for the continuous improvement of total quality care as it relates to providing medical assistant services to hospitals, outpatient clinics and other facilities requiring the services of a Medical Assistant.

Essential Functions:

- Responsible for: assisting providers with patient examinations, therapeutic measures, and procedures. Monitor and record physiological measurements. Provide treatment to patients per protocols.
- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members. Coordinate and assist with care as directed.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.
- Responsible for requesting and coordinating radiographic and/or laboratory studies per treatment protocols or as directed by the health care provider.
- Order, prepare and generate appropriate medical records.
- Greet, screen and process patients for appointments.
- Receive, screen and coordinate telephone calls from patients and healthcare providers.
- Responsible for having a broad understanding of the services provided by Supplemental Health Care.
- Communicate information clearly to patients, family and staff.

Minimum Requirements:

- Education: Graduate of an approved training class for Medical Assistants.
- Licensing: Certified/registered to practice in the state in which employed.
- Training and experience: Twelve months of accumulated experience within the last five years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

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Medical Coder - Technician

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care Medical Coder Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

General Purpose:

Under general supervision of supervisor or manager the Medical Coder will review inpatient and / or outpatient

documentation and diagnostic information as appropriate to extract data and apply appropriate codes for billing, reporting and regulatory compliance.

Essential Functions:

- Reviews documentation to ensure complete coding of all-relevant diagnoses and procedures.
- Assign codes for treatments, procedures and diagnoses according to appropriate classification systems such as ICD-9-CM (ICD-10-CM) and CPT/HCPCS rules and guidelines.
- Utilize computerized encoding system.
- Code inpatient records of Medicare and Medicaid patients requiring Diagnosis Related Group (DRG) assignment.
- Code non-Medicare and non-Medicaid inpatient records.
- Code outpatient diagnostic and therapeutic records.
- Code outpatient records / procedures requiring Ambulatory Payment Classification (APC) assignment.
- Assign present on admission (POA) value for inpatient diagnoses.
- Selects principal diagnosis for inpatient records as defined in Uniform Hospital Discharge Data Set (UHDDS).
- Selects appropriate first listed and additional diagnoses according to Outpatient Coding guidelines.
- Assign DRG for Medicare and Medicaid and other non-government payers using computerized grouping system.
- Assign APC for outpatient and emergency department medical records using computerized grouping system.
- Assign appropriate CMS 13 and Impairment Categories.
- Knowledgeable regarding CMS 13 and PPS reimbursement.
- Establish if medical necessity requirement for outpatient services as required by Medicare.
- Identify non-payment conditions and report as required through established procedures.
- Abstract select data elements according to established policies / procedures.
- Maintain accounts receivable (A/R) and coding accuracy to appropriate level.
- Consult supervisor, team members and appropriate resources to solve coding questions.
- Prepare reports and forms as directed and in accordance with established policies.
- Perform a variety of administrative duties including but not limited to: answering phones; faxing and filing of confidential documents; and basic Internet and email utilization.
- Provide excellent customer service to all internal and external customers.

Occupational Therapist

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care Occupational Therapist Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

Revised:

05/2012

General Purpose:

Occupational Therapists are licensed professionals who evaluate, plan, direct and administer medically prescribed

Occupational Therapy programs in outpatient or inpatient facilities to restore function and prevent disability following

disease or injury or loss of body part. They assist patients to reach their maximum performance and assume a place

in society while learning to live within the limits of their capabilities. The Occupational Therapist can perform

administrative duties; participate in department Performance Improvement, Infection Control and Safety Educational

programs. Occupational Therapists supervise Occupational Therapy Assistants and Occupational Therapy Aides in

their provision of patient care and duties.

Essential Functions:

- Upon referral, evaluates patient to determine problems and goals of each patient in cooperation with physician.

- Collaborate and support plan of care as determined by the physician and healthcare team; treat patients accordingly as approved by the physician. Performs periodic re-evaluation of the patient as necessary

and makes adjustments in the patient's treatment program.

- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff

members. Coordinate and assist with care as directed.

- Supervises Certified Occupational Therapy Assistants, Occupational Therapy Certification Applicant, Occupational

Therapy Aides, and students when concerning patient care.

- Maintains patient records that reflect patient treatment: (Evaluation, daily treatment record, physician update,

patient care plan updates, discharge summaries, telephone orders, billing).

- Clinical knowledge and skill, or ability to develop knowledge and skills required for evaluation and treatment of

pediatric, adolescent and geriatric patient populations.

- Ability to travel between facilities or other treatment locations as necessary.

- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and

permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal

guidelines; and the policies of the facility requesting the services.

- Certain units and settings, such as home care, require special training, skills and proven competency, in addition

to the usual skills of the OT. Only OTs with documentation of the appropriate skills are assigned to these areas.

- Participate in multidisciplinary rounds/meetings and inservices as needed.

Minimum Requirements:

- Education: Bachelor's Degree from approved school of Occupational Therapy.

- Licensing: Current state licensure or license eligible in states where applicable.

- Training and experience: Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.
 - Current OTR certification by National Board for Certification in Occupational Therapy (NBCOT) preferred (may be required).
 - Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.
 - Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
 - Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
 - Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
 - Ability to work effectively within role independently and with other team members.
 - Ability to organize and complete work in a timely manner.
 - Ability to read, write and effectively communicate in English.
 - Ability to understand medical/surgical terminology.
 - Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.
 - Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations
- Revised: 05/2012 ©2012 Supplemental Health Care Occupational Therapist Job Description
Page 2 of 2
- or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

Phlebotomist Job

Description

Revised: 4/2009 ©2009 Supplemental Health Care Phlebotomist Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

The Phlebotomist performs a variety of blood drawing procedures, including venipuncture, in the collection of blood specimens from patients for laboratory procedures used in the diagnosis and treatment of disease. Is also responsible for prioritizing testing procedures and completing those procedures in an accurate and timely manner and maintaining proper accurate records of all tests done in accordance with established policies, procedures and regulations.

Essential Functions:

- Adhere to strict procedures and practice of safety precautions to prevent the transmission of infectious diseases.
- Explain procedures to patient and family members and provide emotional support to obtain needed specimens.
- Utilize standard procedures to determine positive patient identification and record appropriate collection information on requisition.
- Obtain blood specimens from patients as required using established blood-drawing techniques using standard equipment such as tourniquets, vacutainer tubes, capillary tubes, syringes, and butterfly needles.
- Following standardized policies and procedures, perform bedside clinical testing including but not limited to:
urinalysis, glucose and hematocrit.
- Assist with collection, labeling and transportation of other laboratory specimens such as body fluids.
- Assist with preparation of culture media, chemicals, reagents and solutions.
- Assist with performance of bacteriologic, microscopic and chemical laboratory tests and examinations to obtain data for use in the diagnosis and treatment of disease.
- Record findings in accordance with established policies, procedures and regulations.
- Perform various quality control procedures to maintain compliance with internal and external regulations.
- Maintain inventory of supplies, materials and equipment.
- Maintain and clean equipment and instruments as per established procedures and manufacturer's instructions.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.

Minimum Requirements:

- Education: Generally requires equivalent to high school education.
- Licensing: Certification as a Phlebotomist by an acceptable facility or training course. Certification by a nationally recognized board or agency preferred.
- Training and experience: Twelve months of accumulated experience within the last five years in a comparable job classification.
- Must be at least 18 years of age.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.

- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds;

constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. In the following paragraphs, Supplemental Health Care is referred to as the "Company". The Health Care Professional will receive or have access to information about the "Company's" customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the "Company's" confidential property and which shall be considered "Trade Secrets". The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about the "Company's" patient/client medical records ("Patient Information"), all of which are the "Company" and customers' confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchises, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other jobrelated

duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

Physical Therapist Assistant (PTA)

Job Description

Revised: 04/2014 ©2014 Supplemental Health Care PTA Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

Revised:

04/2014

General Purpose:

Physical Therapist Assistants are certified/licensed professionals who evaluate, plan, direct and administer medically

prescribed Physical Therapy programs in outpatient or inpatient facilities to restore function and prevent disability

following disease or injury or loss of body part under the direction and supervision of a licensed Physical Therapist.

Physical Therapist Assistants can perform administrative duties; participate in department Performance Improvement,

Infection Control and Safety Educational programs.

Essential Functions:

Provides Physical Therapy services to patients under the direct supervision of a Physical Therapist designated by

the client facility, in accordance with state regulations.

Assists Physical Therapist to evaluate patient to determine problems and goals of each patient in cooperation

with physician.

Assists with development of effective treatment program based on initial evaluation and treats

patients

accordingly as approved by the Physical Therapist and physician.

- Performs periodic re-evaluation of the patient as necessary and makes adjustments in the patient's treatment

program as directed by Physical Therapist and physician.

- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff

members. Coordinate and assist with care as directed.

- Communicates evaluation findings, treatment program and guidance in daily living to patients, family, and other team members.

- Assists Physical Therapist to provide and fabricate adaptive devices, orthotics or prosthetics.

- Assists with training patient, family and appropriate staff in the use or application of crutches, canes, walkers

and in the application of slings, braces and other prosthetic or orthotic devices.

- Maintains patient records that reflect patient treatment: (Evaluation, daily treatment record, physician update,

patient care plans, discharge summaries, telephone orders, billing).

- Clinical knowledge and skill, or ability to develop knowledge and skills required for evaluation and treatment of

pediatric, adolescent and geriatric patient populations.

- Ability to travel between facilities or other treatment locations as necessary.

- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and

permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal

guidelines; and the policies of the facility requesting the services.

- Certain units and settings, such as home care, require special training, skills and proven competency, in addition

to the usual skills of the PTA. Only PTAs with documentation of the appropriate skills are assigned to these

areas.

- Participate in multidisciplinary rounds/meetings and inservices as needed.

Minimum Requirements:

- Education: Graduate from an accredited Physical Therapist Assistant program, Associates degree preferred.

- Licensing: Current state licensure or license eligible in states where applicable; or certification as a physical

therapy assistant/technician as determined by the American Physical Therapy Association (APTA).

- Training and experience: Unless otherwise indicated, one year of current experience within the last three years

in a comparable job classification required.

- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life

Support (BCLS) certification for HealthCare workers.

- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.

- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.

- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.

- Ability to work effectively within role independently and with other team members.

- Ability to organize and complete work in a timely manner.

- Ability to read, write and effectively communicate in English.

Ability to understand medical/surgical terminology.

Revised: 04/2014 ©2014 Supplemental Health Care PTA Job Description

Page 2 of 2

Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.

Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB

screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations

or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical

requirements.

Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds;

constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately

discern color as necessary to perform job functions.

Physical Therapist

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care Physical Therapist Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

Revised:

05/2012

General Purpose:

Physical Therapists are licensed professionals who evaluate, plan, direct and administer medically prescribed Physical

Therapy programs in outpatient or inpatient facilities to restore function and prevent disability following disease or

injury or loss of body part. The Physical Therapist can perform administrative duties; participate in department

Performance Improvement, Infection Control and Safety Educational programs. Physical Therapists supervise

Physical Therapy Assistants and Physical Therapy Aides in their provision of patient care and duties.

Essential Functions:

- Upon referral, evaluates patient to determine problems and goals of each patient in cooperation with physician.
- Collaborate and support plan of care as determined by the physician and healthcare team; treat patients accordingly as approved by the physician. Performs periodic re-evaluation of the patient as necessary and makes adjustments in the patient's treatment program.
- Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members. Coordinate and assist with care as directed.
- Interprets and communicates evaluation findings and treatment program to patients, family, and other team members.
- Supervises Physical Therapy Assistants, Physical Therapy Aides, Rehabilitation Aides and students when concerning patient care.
- Provides/recommends/fabricates adaptive devices, orthotics or prosthetics. Trains patient, family and appropriate staff in the use or application of the above.
- Maintains patient records that reflect patient treatment: (Evaluation, daily treatment record, physician update, patient care plan updates, discharge summaries, telephone orders, billing).
- Clinical knowledge and skill, or ability to develop knowledge and skills required for evaluation and treatment of pediatric, adolescent and geriatric patient populations.
- Ability to travel between facilities or other treatment locations as necessary.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.
- Certain units and settings, such as home care, require special training, skills and proven competency, in addition to the usual skills of the PT. Only PTs with documentation of the appropriate skills are assigned to these areas.

- Participate in multidisciplinary rounds/meetings and inservices as needed.

Minimum Requirements:

- Education: Bachelor of Science in Physical Therapy from an accredited program, Masters degree preferred.
- Licensing: Current state licensure or license eligible in states where applicable.
- Training and experience: Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.
- Successful completion of the National Certification for RPT preferred.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB

Revised: 05/2012 ©2012 Supplemental Health Care Physical Therapist Job Description

Page 2 of 2

screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations

or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.

- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

Radiology Technician/Technologist

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care Radiology Tech Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

Revised:

05/2012

General Purpose:

Under general supervision, performs prescribed radiologic, ultrasound, and/or CT procedures requiring specialized knowledge and skills in support of the provision of diagnostic and/or therapeutic services to a specified patient population. May prepare and administer various chemical mixtures as appropriate to the nature of the procedures being carried out. May work in a research or clinical environment.

Essential Functions:

- Prepares facilities in accordance with procedural requirements; calibrates equipment, and prepares medicine and materials as required; cleans and disinfects equipment in accordance with sterile procedures and standards.
- Prepares patient for radiographic, ultrasound, or CT Scan procedures as appropriate to requirements; explains procedures to patients and positions patients as appropriate to prescribed procedure; assists patients at end of procedure.
- Determines appropriate methodology and techniques to use in administering procedures; calibrates and adjusts equipment as appropriate; arranges immobilization and/or support devices for proper patient positioning; adjusts shields; selects appropriate film or film printing device.
- Follows prescribed procedure in the administration of radiography, ultrasound, or CT scans; determines appropriate calibrations and/or techniques, arranges immobilization and/or support devices, and selects appropriate film or film printing device.
- Develops or prints film as appropriate, in accordance with proper photographic techniques.
- Maintains stock supplies and assists administrators in determining quantities for purchase; performs general office duties such as delivering and retrieving film, recording procedure codes for billing purposes, typing forms, and scheduling patients.

- May take mobile unit to patient's room or emergency room to perform procedures, as appropriate to the operational context of the specific position.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

Minimum Requirements:

- Education: High School diploma or GED. Graduate of accredited school and registered with the American Registry of Radiologic Technology (ARRT).
- Licensing: Maintains a state license as a general radiographer.
- Training and experience: Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements - In good health and able to work without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

Radiation Therapist

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care Radiation Therapy Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

Revised:

05/2012

General Purpose:

Under general supervision, provide radiation therapy to patients as prescribed by a Radiation Oncologist according to established practices and standards.

Essential Functions:

- Prepare facilities in accordance with procedural requirements; calibrate and adjust equipment; clean and disinfect equipment in accordance with sterile procedures and standards.
- Obtain patient history, explain procedure to patient, address patient's concerns, and follow established pretreatment policy and procedure.
- Prepare patient and arrange immobilization and/or support devices for proper patient positioning for treatment.
- Safely and effectively operate a variety of computerized simulation and treatment machines.
- Administer prescribed doses of radiation to specific area/body part, using radiation therapy equipment according to established practices and standards.
- Monitor the patient's physical condition during and after the treatment; report patient change of status or emergency situations to clinical staff, supervisor and/or radiologist.
- Practice radiation protection techniques to minimize radiation exposure to patient, visitors and staff.
- Educate and reassure patient and significant others by answering questions regarding treatment, treatment reactions and post-treatment care.
- Maintain accurate documentation, including computerized documentation. Documentation to include equipment settings, dose of radiation used for each treatment, total amount of radiation used to date, area treated, and patient's reaction.
- Assist in dosimetry procedures and tumor localization as needed.
- Utilize sophisticated imaging equipment and treatment planning systems for precise tumor localization as directed.
- Maintain stock supplies and assist administrators in determining quantities for purchase; perform general office duties such as delivering and retrieving patient records, recording procedure codes for billing purposes, typing forms, and scheduling patients.
- Ensure proper care in the use and maintenance of equipment and supplies; promote continuous

improvement of
workplace safety and environmental practices.

- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal guidelines; and the policies of the facility requesting the services.

Minimum Requirements:

- Education: Completion of certificate program in Radiation Therapy; Associate's degree or Bachelor's degree

preferred and may be required. Degree in Radiography combined with a 1-year program in Radiation Therapy

may also be acceptable.

- Licensing: Current state certification or licensure in states where applicable.

- Training and experience: Current certification with the American Registry of Radiological Technology (ARRT).

Skilled professional with a solid foundation in Radiation Therapy. Twelve months of accumulated experience

within the last three years in a comparable job classification required.

- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life

Support (BCLS) certification for HealthCare workers.

- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.

- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.

- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.

- Ability to work effectively within role independently and with other team members.

- Ability to organize and complete work in a timely manner.

- Ability to read, write and effectively communicate in English.

Revised: 05/2012 ©2012 Supplemental Health Care Radiation Therapy Job Description

Page 2 of 2

- Ability to understand medical/surgical terminology.

- Health Requirements - In good health and able to work without restrictions as evidenced by Health Statement.

- Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB

screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations

or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical

requirements.

- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds;

constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately

discern color as necessary to perform job functions.

Registered Nurse (General / Psychiatric) Job

Description

Revised: 4/2009 ©2009 Supplemental Health Care RN Job Description

Reports to:

Work Site Supervisor

Revised:

04/2009

General Purpose:

The Registered Nurse provides primary care to patients of all ages, within scope of experience and training in the inpatient, clinic, physician office, outpatient and/or other facility settings. The Registered Nurse performs acts, which require substantial specialized knowledge, judgment, and nursing skills based upon principles of psychological, biological, physical, and social sciences. The professional nurse is responsible and accountable for making decisions that are based on the individual's educational preparation and experience in nursing. They are responsible for performing tasks and procedures that are: within the scope of his/her educational preparation and knowledge; permitted by the policies and procedures of Supplemental Health Care and the facility requesting the services; and permitted by other local, state, and federal guidelines.

Essential Functions:

- Responsible for: assisting providers with patient examinations, therapeutic measures, and procedures. Monitor and record physiological measurements. Provide treatment to patients per protocols.
- Activities may include:
 - Application of the nursing process in assessment, planning, implementing and evaluating patients and patient care.
 - Identifying and providing for physical, emotional, and developmental patient needs.
 - Counseling and providing health teaching to patients and their families; explaining the procedures planned for the patient.
 - Maintaining a clean and safe environment.
 - Following Universal Precautions and Infection Control Procedures.
 - Ability to establish communication with appropriate sources in response to emergency situations.
 - Providing for and respecting the patient's privacy and confidentiality.
 - Admitting and discharging patients.
 - Receiving and transcribing doctor's order.
 - Notifying appropriate persons promptly of unusual reactions and changes in conditions.
 - Documenting all pertinent information appropriately.
 - Receiving and giving report.
 - Safeguarding and inventorying equipment and supplies.
 - Demonstrating courteous, cooperative, and respectful behavior.
 - With the education and/or documented skills, may perform certain treatments/procedures, provided that the institution's policies and the state/provincial regulatory acts allow their performance such as venipuncture and initiation and/or administration of IV therapy.
 - Certain assignments require special experience and proven competency and only Registered Nurses with documented experience are assigned to such roles as Charge Nurse and Team Leader.
 - Certain units require special training, skills and proven competency, in addition to the usual skills of the Registered Nurse. Only Registered Nurses with documentation of the appropriate skills are assigned to these areas.

Responsibilities:

- The Supplemental Health Care Registered Nurse accepts responsibility for his/her own actions and:
 - Assists Supplemental Health Care in determining skills and specialties.
 - Accepts only assignments for which qualified.
 - Verbalizes knowledge and purpose of patient rights and responsibilities.
 - Practices safely and competently within the job description.

- Complies with an institution's policies and procedures.
- Communication with Supplemental Health Care about problems and other concerns.
- Informs supervisor of patient changes or needs.
- Complies with state/provincial regulatory acts.
- Follows the physician's and multidisciplinary plan of care.

Minimum Requirements:

- Education: Graduate of an accredited School of Nursing.
- Licensing: Licensed to practice as a Registered Nurse with active license in the state(s) in which employed and practices.
- Training and experience: One year of current experience as an RN within the last three years is preferred, and may be required.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. In the following paragraphs, Supplemental Health Care is referred to as the "Company". The Health Care Professional will receive or have access to information about the "Company's" customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the "Company's" confidential property and which shall be considered "Trade Secrets". The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about the "Company's" patient/client medical records ("Patient Information"), all of which are the "Company" and customers' confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries,

affiliates, licensees, or franchises, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other jobrelated

duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

Respiratory Therapist

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care Respiratory Therapist Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

Revised:

05/2012

General Purpose:

Provides Respiratory Therapy services to patients in a variety of settings including, but not limited to, hospitals, skilled nursing facilities, outpatient treatment centers, and schools. Assists in the assessment, treatment, program planning, implementation, related documentation, and communication.

Essential Functions:

- Monitors patients on mechanical ventilation or various oxygen support systems. Is responsible for maintaining secure and patent patient airway to include performing nasal, nasotracheal, endotracheal, and oral suctioning.
- Supports criteria(s) set for appropriate patient care and Respiratory Care Services. Recognizes medical problems and reports/documents same to physician in a timely manner.
- Pulmonary function testing, blood gas analysis, nebulized treatments, chest physiotherapy, oxygen therapy, delivery in various modalities, bag/valve/mask ventilation, and other accepted treatments to maintain a patent airway.
- Administers diagnostic testing procedures to determine the extent of patient's impairment and appropriateness of treatment and ventilation parameters.

Minimum Requirements:

- Education: Associates Degree from an AMA accredited school of Respiratory Care or equivalent.
- Licensing: Current RRT license; registration preferred.
- Training and experience: Minimum one (1) year experience as a Respiratory Therapist within the last three (3) years preferred, may be required. BLS required, ACLS, PALS, and NRP preferred.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella

immunizations

or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.

- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds;

constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately

discern color as necessary to perform job functions.

Speech-Language Pathologist

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care SLP Job Description

Page 1 of 3

Reports to:

Work Site Supervisor

Revised:

05/2012

General Purpose:

Provides and directs Speech Therapy services to patients in a variety of healthcare settings, including but not limited to, hospitals, skilled nursing facilities, outpatient treatment centers and schools. Functions under physicians' orders to perform assessment, treatment, program planning and implementation, related documentation, and communication.

Essential Functions:

- Provides Speech Therapy services to patients under the appropriate guidelines established by each individual client facility.
- As requested by the client facility, conducts screening of patients in accordance with the policies of the client facility to determine need for intervention/treatment.
- Evaluates patients to obtain data necessary for treatment planning and implementation.
- Interprets and communicates evaluation findings to clients, patients, family, and other team members.
- Establishes individual patient schedules in conjunction with other team members.
- Collaborate and support plan of care as determined by the physician and healthcare team; treat patients accordingly as approved by the physician. Performs periodic re-evaluation of the patient as necessary and makes adjustments in the patient's treatment program.
- Coordinates treatment plan with patient, family, and other team members.
- Implements and conducts treatment as outlined in treatment plan.
- Monitors patient's response to intervention and modifies treatment as indicated to attain goals in accordance with physician orders.
- Assist with development of appropriate home or community programming to maintain and enhance the performance of the patient in their own environment.
- Documents results of patient's assessment, treatment, follow-up, and termination of services.
- Adapts treatment to meet the individual needs of the patient.
- Recommends and obtains appropriate equipment to improve patient's communication. Instructs patient, family and staff in use of augmentative communication devices.
- Instructs patient, family and staff in appropriate speech-language procedures or home program to allow carry over of therapeutic remediation and goals in daily activities.
- Participates in discharge planning.
- Supervises students and volunteers, when applicable.
- Reviews the quality and appropriateness of the total services delivered and of Speech Therapy services.
- Participates in patient, family and staff education.
- Confers formally and informally with other team members in coordinating the total rehabilitation program of the resident.

- Adheres to client's Speech Therapy Department procedures regarding documentation of Speech Therapy services.
- Attends in-service meetings and facility meetings as required.
- Provides in-service education to the members of the patient's care team and education to the community, when applicable.
- Assumes responsibility for ongoing continuing education and professional development.
- Records billable treatment times according to client's Speech Therapy Department procedures and submits weekly/time sheet required to Division Office.
- Provides treatment in accordance with established standards of practice, client's procedures and submits weekly/time sheet required to Division Office.
- Maintains safe and clean work area and adheres to facility/company safety standards.
- Consistently demonstrates sound judgment in the evaluation, planning, implementation and follow-up of patient therapy programs.
- Maintains positive relationships and rapport with coworkers, patients, family members and facility personnel.

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- Reports to work at the time designated by the client facility and coordinates schedule to achieve maximum productivity and efficiency during assigned shift.
- Assists with and participates in client's Quality Assurance Program as required.
- Projects a positive and professional image at all times.
- Certain units and settings, such as home care, require special training, skills and proven competency, in addition to the usual skills of the SLP. Only SLPs with documentation of the appropriate skills are assigned to these areas.
- Performs other duties as assigned.

Minimum Requirements:

- Education: Masters Degree in Speech-Language Pathology.
- Licensing: Licensed to practice as a Speech Language Pathologist with active license in the state(s) in which employed and practices.
- Training and experience: Certificate of Clinical Competency or eligibility for Clinical Fellowship Year. Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.

- Ability to understand medical/surgical terminology.
- Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

Social Worker (BSW / MSW) / Licensed Clinical Social Worker (LCSW) Job Description

Revised: 1/2010 ©2010 Supplemental Health Care Social Worker Job Description

Reports to:

Work Site Supervisor

Revised:

01/2010

General Purpose:

Assess the client and family/support system psychosocial needs and establish appropriate care plans including counseling, advocacy, education, problem solving, continuity of care services, financial counseling and information and referral for clients.

Essential Functions:

- Conduct individual assessment of social and emotional factors related to client and the related living, financial and support resources available to the client.
- Develop care plan and coordinate / collaborate with physician and interdisciplinary team.
- Recognize cultural and language variations/sensitivity in the selection and use of appropriate assessment tools, interventions and use of resources.
- Provide information, counseling and support to clients and their family/support systems. Assist with development of goal-oriented interventions.
- Provide/assist with family member or caregiver/significant others to promote effectiveness of client's treatment and plan.
- Assess needs for long-term care and evaluation of home care and family support systems.
- Evaluate effectiveness of interventions and modify interventions/plan as needed.
- Confer and collaborate with the interdisciplinary team, families and community agencies; assist with the coordination and provision of services.
- Maintain appropriate documentation including written reports with detailed information to guide interdisciplinary plan while complying with documentation regulations (Medicare, Medicaid, Joint Commission and other State and Federal regulations).
- Communicates with supervisor regarding caseload, schedule, coverage and continuity of care for clients.
- Participates in training, supervision, team meetings and is involved with Quality Assurance activities as appropriate.
- Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care (SHC), and other local, state, and federal guidelines; and the policies of the facility requesting the services.

Minimum Requirements:

- Education: Master's degree from accredited school of Social Work. (MSW)
- Education: Bachelor's degree from accredited school of social Work. (BSW)
- Education: Bachelors degree from accredited school and specialized licence of Social Work. (LCSW)
- Licensing: Valid license, certificate or registration to practice as a Social Worker in the state in which employed. Credentials such as Academy of Certified Social Workers (ACSW), Qualified Clinical Social Worker (QCSW) or Diplomat in Clinical Social Work (DCSW) may be required for certain positions.
- Training and experience: Twelve months of accumulated experience within the last five years in a comparable job classification.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare workers or Basic Cardiac Life Support (BCLS) certification.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work professionally and effectively within role independently and with other team members.

- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements-Possess good mental health, physical health, free of communicable diseases, and able to perform essential functions in profession in full capacity and without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including evidence of satisfactory TB and state/facility required health status.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds;

constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. In the following paragraphs, Supplemental Health Care is referred to as the "Company". The Health Care Professional will receive or have access to information about the "Company's" customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the "Company's" confidential property and which shall be considered "Trade Secrets". The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the "Company" or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the "Company", the Health Care Professional will return to the "Company" all Trade Secrets and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about the "Company's" patient/client medical records ("Patient Information"), all of which are the "Company" and customers' confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information belonging to the "Company" or the "Company's" predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchises, made available to them in the course of their work status. Immediately upon the termination of work status or upon request by the "Company", the Health Care Professional will return to the "Company" all Patient Information and other materials or property of the "Company" in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination. Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook for Health Care Professionals" and is responsible to comply with any revisions that are communicated. The "Orientation Handbook for Health Care Professionals" describes important information about Supplemental Health Care and the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other jobrelated

duties requested by a supervisor on behalf of the "Company". All duties and responsibilities contained in this job description are essential job functions.

This document does not alter the "at will" nature of the relationship between the "Company" and Health Care Professional.

Ultrasonographer

Job Description

Revised: 05/2012 ©2012 Supplemental Health Care Ultrasonographer Job Description

Page 1 of 2

Reports to:

Work Site Supervisor

Revised:

05/2012

General Purpose:

Ultrasonographers use high frequency sound waves to produce real-time visual images of organs, soft tissues, and

blood flow within the body to perform prescribed ultrasound procedures requiring specialized knowledge and skills in

support of the provision of diagnostic and/or therapeutic services to a specified patient population.

May work in a

hospital, clinical, or research environment.

Essential Functions:

Use of highly technical sonography equipment to produce images of structures inside the body.

Placing a wand-like transducer device against the patient's skin on the area being imaged, while viewing the image on a monitor.

Knowledge of how to use the equipment while viewing sound waves and frequencies in different areas of the body.

Communication with the patient, and ensuring their comfort during the procedure, which is especially important during invasive procedures.

Uses good judgment when determining if the procedure was sufficient for proper diagnoses, or if additional imaging procedures are needed

Provides images, data analysis, and patient information to the physician for diagnostic interpretation

Prepares facilities in accordance with procedural requirements; calibrates equipment as required by the institution.

Prepares patient for sonography procedures as appropriate to requirements; explains procedures to patients and positions patients as appropriate to prescribed procedure; assists patients at end of procedure.

Monitors the patient's physical condition during the course of the procedure.

Maintains stock supplies and assists administrators in determining quantities for purchase; performs general

office duties such as delivering and retrieving film, recording procedure codes for billing purposes, typing forms, and scheduling patients.

Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

Monitors flow and productivity in the department and has the capabilities to recommend improved processes.

Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of Supplemental Health Care, and other local, state, and federal

guidelines; and the policies of the facility requesting the services.

Minimum Requirements:

- Education: Graduate of an accredited school of Ultrasonography.
- Licensing: Current state certification, licensure or license eligible in states where applicable.
- Training and experience: Registered with the American Registry for Diagnostic Medical Sonography (ARDMS).
Skilled professional with a solid foundation in Ultrasound/Sonography. Twelve months of accumulated experience within the last three years in a comparable job classification required.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers.
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements - In good health and able to work without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

Revised: 05/2012 ©2012 Supplemental Health Care Ultrasonographer Job Description
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