PRICELIST

State Term Schedule Number 800171 Index No. STS155 – Temporary Medical Staffing

Effective July 01, 2015 through June 30, 2016

Around the Clock

Healthcare Services

"Staffing...wherever healthcare is provided."

Holiday Observation: Hours worked on the following holidays will be paid at a rate of time and one-half.
New Years The first day of January
Memorial Day The last Monday of May
Independence Day The 4th 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.

Minimum order: 8 hours contiguous

Geographic coverage (service area): All 88 Counties

Payment Terms: Net 30 days

See contract for ordering and contact information.

SCHEDULE NUMBER: 800171 Index No. STS155

PRICELIST

Temporary Medical Staffing

Type of Position	Hourly Rate
Behavioral & Social Sciences	
Licensed Clinical Social Worker (LCSW)	$25.76
Social Worker (BSW)	$29.79
Social Worker (MSW)	$33.36
Clerical (Medical)	
Medical Scheduler	$18.00
Medical Coder 1	$22.00
Medical Coder 2	$25.00
Medical Coder 3	$27.50
Medical Secretary	$19.38
Dental	
Dental Assistant	$19.50
Dental Hygienist	$31.00
Dietary	
Dietician	$33.36
Diet Technician	$19.00
Laboratory	
Medical Laboratory Technician	$22.00
Nursing Related	
Certified Nursing Aide/Assistant	$17.00
Medical Assistant	$17.85
Licensed Practical Nurse (LPN Vocational)	$28.54
Registered Nurse (RN General)	$37.00
Registered Nurse (RN Mental Health)	$37.00
Infectious Control Nurse Supervisor (Mental Health)	$71.49
Pharmacy	
Pharmacy Technician (Certified)	$19.74
Phlebotomist	
Phlebotomist	$18.04
Radiology	
Radiology Technologist (Radiographer)	$30.52
Technicians/Technologists (other)	
Health Information Technician	$18.50
Therapy (Occupational/Physical)	
Occupational Therapist	$44.59
Physical Therapist	$49.85
Physical Therapist Assistant	$35.45

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

Around the Clock
Healthcare Services
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TITLE: **MEDICAL SOCIAL WORKER (LCSW)**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARRY

The **MEDICAL SOCIAL WORKER** is a qualified professional who provides social case work and prepares social histories for clients and their families who receive nursing or other services from a healthcare setting, and who have conditions relating to social functioning regarding to their health and well-being. He/she is able to perform a psychosocial assessment and develop a plan of action securing proper referrals. Additionally, the medical social worker provides rehabilitative and supportive casework with the purpose of restoring patients to optimum level of social and health adjustment.

EDUCATION
Graduate with a Bachelor's Degree in Social Work from an accredited school.

LICENSURE
Current and unrestricted licensure with the proper state agency to practice as a Medical Social Worker.

CREDENTIALS
Health and other screening tests as required by specific facilities

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA)
- Communicates information effectively to appropriate personnel.
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Assists patients and significant others in resolving social issues related to illness and rehabilitation.
- Secures and coordinates services with community agencies.
- Coordinates referrals to applicable community agencies.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical conduct and professional standards of conduct as set forth by the National Association of Social Workers.

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Medical Social Worker Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

Around the Clock
Healthcare Services
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TITLE: **MEDICAL SOCIAL WORKER (BSW)**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARRY

The **MEDICAL SOCIAL WORKER** is a qualified professional who provides social case work and prepares social histories for clients and their families who receive nursing or other services from a healthcare setting, and who have conditions relating to social functioning regarding to their health and well-being. He/she is able to perform a psychosocial assessment and develop a plan of action securing proper referrals. Additionally, the medical social worker provides rehabilitative and supportive casework with the purpose of restoring patients to optimum level of social and health adjustment.

EDUCATION
Graduate with a Bachelor's Degree in Social Work from an accredited school.

LICENSURE
Current and unrestricted licensure with the proper state agency to practice as a Medical Social Worker.

CREDENTIALS
Health and other screening tests as required by specific facilities

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA)
- Communicates information effectively to appropriate personnel.
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Assists patients and significant others in resolving social issues related to illness and rehabilitation.
- Secures and coordinates services with community agencies.
- Coordinates referrals to applicable community agencies.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical conduct and professional standards of conduct as set forth by the National Association of Social Workers.

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Medical Social Worker Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

Around the Clock
Healthcare Services
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TITLE: **MEDICAL SOCIAL WORKER (MSW)**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARRY

The **MEDICAL SOCIAL WORKER** is a qualified professional who provides social case work and prepares social histories for clients and their families who receive nursing or other services from a healthcare setting, and who have conditions relating to social functioning regarding to their health and well-being. He/she is able to perform a psychosocial assessment and develop a plan of action securing proper referrals. Additionally, the medical social worker provides rehabilitative and supportive casework with the purpose of restoring patients to optimum level of social and health adjustment.

EDUCATION
Graduate with a Master's Degree in Social Work from an accredited school.

LICENSURE
Current and unrestricted licensure with the proper state agency to practice as a Medical Social Worker.

CREDENTIALS
Health and other screening tests as required by specific facilities

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA)
- Communicates information effectively to appropriate personnel.
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Assists patients and significant others in resolving social issues related to illness and rehabilitation.
- Secures and coordinates services with community agencies.
- Coordinates referrals to applicable community agencies.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical conduct and professional standards of conduct as set forth by the National Association of Social Workers.

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Medical Social Worker Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

TITLE: **MEDICAL SECRETARY**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **MEDICAL SECRETARY** performs clerical duties in a medical office including maintaining files and billing. The Medical Secretary reports to the department or office manager and in other practices, directly to the physician.

EDUCATION
High School diploma, medical terminology class, and/or word processing class.

LICENSURE/CERTIFICATION
None.

EXPERIENCE
One year of experience as a medical secretary in a medical practice or hospital department.

CREDENTIALS
Health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility office/clerical settings. Requires sitting, hand movements and movement from one area to another.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES
- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Knowledge of patient registration procedures.
- Patient billing and statements generation.
- Ability to type and transcribe pathology reports and microscopic descriptions.
- Maintains confidentiality relative to patient information in accordance with the Health Insurance Portability and Accountability Act.
- Communicates information effectively to appropriate personnel.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Strong computer skills and proficiency with word processing software.
- Other duties and tasks as assigned.

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Healthcare Associate **Date**

This Job Summary is meant to function as a general guideline and is not all inclusive.

Around the Clock
Healthcare Services
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TITLE: **DENTAL ASSISTANT**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **DENTAL ASSISTANT** assists the dentist in chair-side duties. Some Dental Assistants may also perform clerical functions in the front office. Some dental assistants may take dental x-rays. Dental Assistants work under the supervision of the dentist.

EDUCATION
Completion of an ADA approved dental assisting program. Optional certification is available through the National Dental Assisting Board.

LICENSURE
State specific; Dental Assistants that take dental x-rays may be required to obtain licensure or permits by various states.

EXPERIENCE
At least one year of dental assisting experience in a dental clinical setting.

CREDENTIALS:
CPR as required by client facility; health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS
Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES
- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Communicates information effectively to appropriate personnel.
- Complies with accepted ethical and professional standards of conduct.
- Possesses knowledge of dental anatomy and physiology/pathology; laboratory techniques; x-ray procedures; and chair-side assistance procedures, including microbiology and sterilization, dental equipment and instruments, and pharmacology.
- Possesses knowledge of office management, including clerical duties, bookkeeping, housekeeping, and typing skills with knowledge of dental terminology.
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Maintains competency by participating in continuing education programs and meets state specific requirements, if applicable.
- Performs other duties as assigned.

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Healthcare Associate Signature **Date**

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Around the Clock
Healthcare Services
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TITLE: **DENTAL HYGIENIST**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **DENTAL HYGIENIST** is a licensed preventative oral health professional who provides educational, clinical, and therapeutic services.

EDUCATION
Graduation from an ADA approved dental hygiene program of study.

LICENSURE
Current and unrestricted state licensure as a dental hygienist.

EXPERIENCE
At least one year of experience as a dental hygienist in a dental clinical setting.

CREDENTIALS:
CPR as required by client facility; health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS
Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Communicates information effectively to appropriate personnel.
- Complies with accepted ethical and professional standards of conduct.
- Possesses knowledge of dental anatomy, physiology, and pathology.
- Provides services to include evaluation of patient health, tissues of the head and neck, intraoral soft and hard tissues; removal of calculus, stain and plaque; application of cavity-preventive agents; development of individual oral hygiene programs; and interpretation of dental x-rays.
- Provided education to dental patients regarding oral health.
- Administers fluoride treatments as indicated.
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Performs other duties as assigned.

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Healthcare Associate Signature **Date**

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Around the Clock
Healthcare Services
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TITLE: **REGISTERED DIETICIAN (NUTRITIONIST); CLINICAL DIETICIAN**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **REGISTERED DIETICIAN (NUTRITIONIST)** is a food services administrator with overall responsibility for the operation of the kitchens and dining rooms in all areas of the healthcare facility. The **CLINICAL DIETICIAN** is a member of the health care team who assesses and monitors patients' nutritional status.

EDUCATION
Bachelor's degree in the field of dietetics, including courses in food preparation and service.

LICENSURE
State specific.

EXPERIENCE
At least one year of experience as a Registered Dietician or Clinical Dietitian in a clinical setting.

CREDENTIALS
Health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to chemicals and other hazardous materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES
- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Interacts with patients in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Maintains competency by participating in continuing education programs and meets state-specific requirements, if applicable.
- Coordinates the dietary department acting through the food service supervisors.
- Provides nutritional assessments for patients who are on therapeutic diets.
- Reviews and follows diet orders in charts; confers with physicians, nurses and other staff members as necessary.
- Supervises medical food production and service.
- Provides nutritional education to patients, families and caregivers.
- Effectively distributes workloads for the best, most efficient use of personnel on all shifts.
- Supervises the management of non-patient menus and seasonal-cycle menus, using appropriate dietary modifications where necessary; supervises menu planning for special functions.
- Surveys and supervises patient food preparation and distribution, ensuring appropriate diet as ordered, variety, seasoning, eye appeal, age appropriateness, proper temperature, quantities and patient acceptance.
- Counsels patients and staff about dietary issues, handles complaints and resolves problems.
- Cooperates with the purchasing department to provide high quality food at the most economical price.
- Maintains appropriate logs, temperature monitoring charts and other documentation as required by state.
- Works with the department supervisors in the selection or dismissal of dietary personnel.
- Develops patient care plans on behalf of the dietary department; attends care-planning conferences and interdisciplinary meetings; reassesses needs as directed by facility policy.
- Plans and presents inservice programs for dietary personnel; conducts training sessions as requested.

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Healthcare Associate Signature **Date**

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Around the Clock
Healthcare Services
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TITLE: **DIETARY TECHNICIAN**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **DIETARY TECHNICIAN** works with and under the supervision of a registered dietician. Dietary Technicians assist in planning and implementing nutritional programs and services. Dietary Technicians may also, in some facilities, plan meals that fit into prescribed diet and food budgets.

EDUCATION
Completion of dietary technician program of study approved by the American Dietetic Association.

LICENSURE
National examination by the Commission on Dietetic Registration; certification/registration as required by state specific and client requirements.

EXPERIENCE
At least one year of experience as a Dietary Technician in a clinical setting.

CREDENTIALS
Health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to chemicals and other hazardous materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Interacts with patients in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Maintains competency by participating in continuing education programs and meets state-specific requirements, if applicable.
- Plans meals and menus under supervision of registered dietician.
- Orders and stocks food and supplies.
- Monitors the production of meals and services while maintaining quality control and safety protocols.
- Works with computer systems to enter and receive diet orders.
- Interacts with patients on routine modified diets to determine food preferences.
- Prepares routine departmental reports as assigned.

- Performs other duties as assigned by registered dietician.

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Healthcare Associate Signature **Date**

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Around the Clock
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TITLE: **MEDICAL LABORATORY TECHNOLOGIST/TECHNICIAN**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **MEDICAL LABORATORY TECHNOLOGIST/TECHNICIAN** (**MLT)** is a qualified professional responsible for the accurate performance of laboratory tests that determine the presence, absence, or cause of disease through the performance of varying methods collecting and processing of specimens.

EDUCATION

- Medical Laboratory Technologist: a baccalaureate degree.
- Medical Laboratory Technician: an associate degree or equivalent.

LICENSURE

Current and unrestricted licensure or registration as required by the state of practice; national membership in a medical laboratory technology/technician organization as per client requirements, such as American Society of Clinical Pathologists (ASCP) or the National Credentialing Agency (NCA) for Laboratory Personnel.

EXPERIENCE

At least one year of experience as a Medical Laboratory Technician/Technologist in the clinical setting.

CREDENTIALS

Health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Able to collect full range of laboratory tests from routine to complex with little or no supervision.
- Performs routine laboratory tests in blood banking, chemistry, hematology, immunology, microbiology, and urinalysis under direct supervision.
- Responsible for the operation of computers, precision instruments, and other complex electronic laboratory equipment as required for assignment.
- Communicates information effectively to appropriate personnel.
- Complies with accepted ethical and professional standards of conduct.

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Healthcare Associate Signature **Date**

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Around the Clock
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TITLE: **CERTIFIED NURSING ASSISTANT/TECHNICIAN**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **CERTIFIED NURSING ASSISTANT/TECHNICIAN** provides services to meet the personal care needs of the patient in various healthcare settings under the direction of a licensed professional. The C.N.A. provides nursing care specific to the age of the population served.

EDUCATION
Completion of a state-approved certified nursing program and/or successful passing of a competency evaluation program which meets state regulations.

LICENSURE
Meets state specific certification requirements and possesses unrestricted certification as a C.N.A.

EXPERIENCE
At least six months of work experience as a C.N.A. in healthcare setting.

CREDENTIALS
Current CPR as required by client facility; other health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES
- Complies with ATC policies/procedures.
- Complies with client facility nursing policies/procedures.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Communicates information effectively to appropriate personnel.
- Documents patient care as assigned in accordance with facility policies and procedures.
- Follows the patient's plan of care as assigned.
- Delivers personal care services to patients as assigned.
- Takes vital signs and documents according to facility protocols.
- Records patient input and output as assigned.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Performs other duties as assigned.

_____ _____
C.N.A. Signature **Date**

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Around the Clock
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TITLE: **MEDICAL ASSISTANT**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **MEDICAL ASSISTANT** handles both clerical and clinical duties and works under the supervision of the office manager or physician.

EDUCATION
Completion of a medical assisting program of study.

LICENSURE
Varies by state jurisdiction; Medical Assistants that perform x-ray testing may require state licensure.

EXPERIENCE
At least one year of experience as a medical assistant in a clinical experience.

CREDENTIALS:
CPR as required by client facility; health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS
Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Communicates information effectively to appropriate personnel.
- Complies with accepted ethical and professional standards of conduct.
- Schedules appointments, answers telephone, fills out insurance forms, arranges for hospital admissions and laboratory services, and handles billing and bookkeeping.
- Takes vital signs, prepares patient for examination, collects and prepares laboratory specimens, sterilizes medical instruments, prepares and administers medications as directed by physician, takes EKGs, removes sutures, and changes dressings.
- Performs other medical assistant duties as assigned and under the scope of any applicable jurisdictional scope of practice regulations.
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.

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Healthcare Associate Signature **Date**

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Around the Clock
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TITLE: **LICENSED PRACTICAL/VOCATIONAL NURSE**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARRY

LICENSED PRACTICAL/VOCATIONAL NURSE provides direct nursing care to patients as prescribed by the physician and is under the direction and supervision of the appropriate facility representative (RN or MD). The LPN/LVN provides nursing care specific to the age population served. Nursing activities are limited to those in compliance with the State LPN/LVN Practice Act, client facility policies and procedures, and agency policies and procedures.

EDUCATION
Graduate of an approved School of Practical/Vocational Nursing.

LICENSURE
Current and unrestricted license as an LPN/LVN in the state of practice.

EXPERIENCE
At least one year experience as a LPN/LVN in the clinical setting.

CREDENTIALS
Current CPR at least to the BLS level; and other health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility nursing policies/procedures.
- Conducts ongoing and individualized nursing care duties as assigned and as dictated by the patient's condition in accordance with physician orders and client facility protocols.
- Reports patient condition to appropriate personnel during each shift, as needed based on individualized patient assessment.
- Collaborates with other team members in the development, implementation, and evaluation of an individualized plan of care.
- Performs treatments and therapies as ordered by physician in an appropriate and timely fashion.
- Documents patient care, findings, and psychosocial responses to nursing interventions.
- Initiates emergency measures according to age appropriate CPR and client resuscitation protocols.
- Maintains confidentiality related to patient, family, client facility and staff in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical conduct and professional Standards of Nursing Practice as set forth by the American Nurses Association or equivalent national organization.

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LPN/LVN Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

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Healthcare Services
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TITLE: **NURSE PRACTITIONER**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **NURSE PRACTITIONER** is a registered nurse who has completed a Nurse Practitioner Program. Primary care concerns lie in two dimensions: (1) management of illness, and (2) promotion of health, diagnosis and technically sound treatment, personal support, patient education, use of consultants, prevention, and health maintenance. Within this framework, the Nurse Practitioner functions in collaboration with the physician in the health care setting. The Nurse Practitioner functions under the guidance and supervision of a physician.

EDUCATION
Graduate of an accredited school of nursing and an accredited nurse practitioner program, usually at the master's degree level.

LICENSURE
Current and unrestricted state license as a Registered Nurse and required state authority to practice as a nurse practitioner.

EXPERIENCE
At least one year experience as a nurse practitioner in a clinical setting.

CREDENTIALS:
CPR as required by client facility; health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS
Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility nursing policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act.
- Communicates information effectively to appropriate personnel.
- Provides for total health assessment and care in collaboration with other healthcare professionals for a specific patient population with acute or chronic conditions or diseases.
- Screen patients having problems requiring differential medical and nursing diagnosis and therapy; initiates appropriate medical and nursing referrals.
- Provides required care while maintaining a safe, therapeutic environment.
- Interprets and evaluates diagnostic tests and formulates treatment plans in collaboration with other healthcare professionals.
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Advocates patient rights with respect to advance directives and organ donation.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical conduct and professional standards of nursing practice as set forth by the American Nurses Association or equivalent nursing organization.

Healthcare Associate Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

Around the Clock
Healthcare Services
"Staffing...wherever healthcare is provided."

TITLE: **PHYSICIAN ASSISTANT**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **PHYSICIAN ASSISTANT (P.A.)** provides diagnostic and therapeutic health services to patients under the direction and supervision of a physician. PA's are academically and clinically trained to perform many of the routine but time-consuming tasks that physicians usually do, and are accountable for their own actions as well as being accountable to their supervising physicians.

EDUCATION
Graduate of physician assistant program accredited by the American Medical Association.

LICENSURE
Current and unrestricted license or registration to practice as a physician assistant in the state of practice.

EXPERIENCE
One year of current physician assistant experience in the clinical setting.

CREDENTIALS
Current CPR at least to the BLS level; and other health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Communicates information effectively to appropriate personnel.
- Examines patient, takes medical history, records results, and orders diagnostic tests.
- Performs therapeutic procedures, such as immunizations, injections, suturing and wound care, and managing infection.
- Exercises professional judgment regarding consultation with supervising physicians concerning appropriate treatment.
- Develops and implements patient care plans, instructs and counsels patients, and records progress.
- Assists physician, as required, in emergency treatment and procedures.
- Initiates cardiopulmonary resuscitation in age appropriate manner and in accordance with facility protocols.
- Advocates patient rights in relation to organ donation and advance directives.
- Maintains competency by participating in continuing education programs and meets state specific requirements.

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Healthcare Associate **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

Around the Clock
Healthcare Services
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TITLE: **CORRECTIONS NURSE**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **CORRECTIONS NURSE** provides nursing services to the inmate population housed in various correctional facilities. The Correctional Nurse works under the supervision of the corrections medical director, nursing director, and/or facility warden.

EDUCATION

- RN: Graduate of an accredited Diploma, Associate or Baccalaureate School of Nursing.
- LPN/LVN: Graduate of an accredited licensed practical/vocational school of nursing.

LICENSURE
Current and unrestricted license as a Registered Nurse or Licensed Practical/Vocational Nurse in the state of practice.

EXPERIENCE
At least one year experience as a nurse in a correctional setting.

CREDENTIALS:
CPR as required by client facility; health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS
Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility nursing policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act and/or other applicable correctional standards.
- Communicates information effectively to appropriate personnel.
- Provides for health assessment of inmates' care needs.
- Orders nursing and other supplies as requested.
- Coordinates care with inmates' physicians, corrections physicians, and dentists.
- Follows correctional settings safety rules when interacting with inmate population.
- Provides direct nursing care to inmates, including medication administration.
- Provides required care while maintaining a safe, therapeutic environment.
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Advocates patient rights with respect to advance directives and organ donation.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical conduct and professional standards of nursing practice as set forth by the American Nurses Association or equivalent nursing organization.

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Healthcare Associate Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

Around the Clock
Healthcare Services
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TITLE: **PROFESSIONAL REGISTERED NURSE, PSYCHIATRIC/MENTAL HEALTH**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **PSYCHIATRIC/MENTAL HEALTH REGISTERED NURSE (RN)** is a healthcare provider who through education and experience possesses a distinct body of knowledge and skills relative to the care of the adult or geriatric patient who is experiencing mental health disorders requiring behavioral, psychosocial, and physical assessment, therapies, and interventions. He/she applies specialized nursing knowledge in assessing, implementing, and evaluating patient response to complex conditions, therapies and interventions. He/she initiates nursing care, health teaching, and health counseling that support life and restore well-being. Nursing care is performed in accordance with the nurse practice act and under the direction and supervision of the appropriate client representative(s) on the assigned Psychiatric/Mental Health Unit.

EDUCATION

Graduate of an accredited Diploma, Associate or Baccalaureate School of Nursing.

LICENSURE

Current and unrestricted RN nursing license in the state of practice.

EXPERIENCE

One year of experience as an RN in a Psychiatric or Mental Health Unit in the last three years.

CREDENTIALS

Current CPR at least to the BLS level; and other health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility nursing policies/procedures.
- Conducts individualized patient assessment, prioritizing collection of data based on individual needs and condition.
- Conducts ongoing nursing assessment as dictated by the patient's condition and in accordance with client facility's protocols.
- Collaborates with other team members in the development, implementation, and evaluation of an individualized plan of care.
- Performs appropriate treatments and therapies as ordered by physician in an appropriate and timely fashion.
- Provides individualized patient and family teaching.
- Documents patient assessments, findings, and psychosocial responses to nursing interventions.
- Initiates emergency measures according to adult and client advanced adult resuscitation protocols, as applicable.
- Maintains confidentiality related to patient, family, client facility and staff in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Advocates patient rights with respect to advance directives and organ donation.
- Reports patient condition to appropriate personnel during each shift, as needed based on individualized patient assessment.
- Maintains competency in psychiatric or mental health care by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical conduct and professional Standards of Nursing Practice as set forth by the American Nurses Association or equivalent national organization.
- Demonstrates ability to delegate effectively and appropriately.

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RN Signature **Date**

This Job Summary is meant to function as a general guideline and is not all inclusive.

Around the Clock
Healthcare Services
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TITLE: **PHARMACY TECHNICIAN**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **PHARMACY TECHNICIAN** works under the direct supervision of a licensed pharmacist and performs all nonprofessional (administrative) aspects in the department, accountable for clerical duties that do not require professional judgment or extensive technical training.

EDUCATION
Completion of pharmacy technician course; on the job training or other pharmacy technician educational program.

LICENSURE
State specific.

EXPERIENCE
One year of current pharmacy technician experience in a pharmacy setting.

CREDENTIALS
Health and other screening tests as required by specific facilities and license as required by the state.

ENVIRONMENTAL WORKING CONDITIONS
Various client facility settings; exposure to potentially hazardous chemicals.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Communicates information effectively to appropriate personnel.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Makes requisitions for drugs and supplies with guidance from the pharmacist.
- Prepares and distributes medications under the direct supervision of a licensed pharmacist.
- Replenishes pharmaceuticals in the pharmacy and patient care areas.
- Completes requisitions for supplies, maintains files for prescriptions, purchase orders, and stock orders.
- Other duties as assigned by licensed pharmacist and which are within the scope of duties as directed by applicable state regulations.

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Healthcare Associate Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

Around the Clock
Healthcare Services
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TITLE: **PHLEBOTOMIST**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **PHLEBOTOMIST** collects and processes blood samples to be analyzed in the laboratory.

EDUCATION
High school diploma and one of the following:

- NAACLS approved phlebotomy program;
- Formal structured phlebotomy training program; or
- One year on the job training as a phlebotomist, as per client requirements.

LICENSURE
State specific; ASCP, as per client requirements.

EXPERIENCE
At least one year phlebotomy experience in the clinical setting.

CREDENTIALS
Health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS
Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES
- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Ability to select blood drawing sites, label, and collect full range of blood laboratory tests.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Communicates information effectively to appropriate.
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Complies with accepted ethical and professional standards of conduct.

_____ _____
Phlebotomist Signature **Date**

This Job Summary is meant to function as a general guideline and is not all inclusive.

Around the Clock
Healthcare Services
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TITLE: **RADIOLOGIC TECHNOLOGIST; RADIOGRAPHER**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The RADIOLOGY TECHNOLOGIST performs diagnostic radiographic services by taking radiographs, images made by passing x-rays through an area of the body. Services may include positioning, photographing, and developing film. The Radiologic Technologist works under the direction of the radiologist or physician.

EDUCATION
Graduate of Committee on Allied Health Education and Accreditation (AMA) Accredited Radiology Program or equivalent. Certification by the American Registry of Radiology Technologists or equivalent.

LICENSURE
State specific; current and unrestricted licensure, if applicable; certification by AART.

EXPERIENCE
At least one year radiology technologist experience in the clinical setting.

CREDENTIALS:
CPR as required by client facility; health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS
Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES
- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Communicates information effectively to appropriate personnel.
- Complies with accepted ethical and professional standards of conduct.
- Administers or assists with administration of contrast media, as required, and consistent with applicable legal restrictions.
- Performs radiological testing as assigned and under applicable scope of practice regulations.
- Initiates emergency procedures according to facility policies and procedures.
- Provides patient services in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.

_____ _____
Radiology Technologist Signature **Date**

This Job Summary is meant to function as a general guideline and is not all inclusive.

Around the Clock
Healthcare Services
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TITLE: **MEDICAL RECORDS, HEALTH INFORMATION TECHNICIAN**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARY

The **MECICAL RECORDS/HEALTH INFORMAION TECHNOLOGIST**. Most medical records and health information technicians work in hospitals, clinics, and nursing homes. They most often work with computerized record systems and maintain hospital reports on patients. Medical records and health information technicians keep track of patients' medical histories and charts, ensure that all the proper forms are present and signed, and make certain that the medical information is correct and accessible to doctors and nurses. In large facilities medical records and health information technicians work in the records department under the direction of a medical record administrator. In small facilities highly experienced technicians may head the medical records department.

EDUCATION

Graduate of an accredited community college program in Health Information Technology. Some facilities require registration examination, such as Registered Health Information Technician (RHIT).

LICENSURE

Some clients require registry exam.

EXPERIENCE

One year of experience as a Health Information Technician in the last three years.

CREDENTIALS

Health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings, in some facilities, health information technicians may come into contact with patients and may have a minimal exposure risk to blood and other biologic substances.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility nursing policies/procedures.
- Check each patient's chart before the patient leaves the facility.
- Ensure proper forms are completed.
- Ensures proper forms are completed to release medical records.
- Ensure that all necessary information about the patient's illness is on record.
- Maintain records must for insurance purposes and in the event the patient returns to the facility.
- Collects information, such as the kinds of diseases treated, per facility protocols. The statistics that are gathered from this information can help both doctors and scientists in their research.
- Codes records to cross-index the files.
- Additional duties as assigned.
- Maintains confidentiality related to patient, family, client facility and staff in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

RN Signature **Date**

This Job Summary is meant to function as a general guideline and is not all inclusive.

Around the Clock
Healthcare Services
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TITLE: **OCCUPATIONAL THERAPIST**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARRY

The **OCCUPATIONAL THERAPIST (O.T.)** is a qualified professional who directs, supervises, evaluates, and provides occupational therapy services to patients as prescribed by the attending physician. He/she provides therapy to rehabilitate and retrain fine motor skills. Services are provided in both the institutional and home health settings. He/she must possess excellent communication skills.

EDUCATION
Graduate of an occupational therapy school accredited by the Council of Medical Education of The A.M.A. in collaboration with the American Occupational Therapy Association and/or by the State Department of Education in the specific state where employed.

LICENSURE
Registered by the American Occupational Therapy Association and current, unrestricted license in the state of practice, if the practice is regulated in the applicable state.

EXPERIENCE
At least one year current experience as an Occupational Therapist in a clinical setting.

CREDENTIALS
CPR as required by client facility; health and other screening tests as required by specific facilities and state regulations.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES
- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Communicates information effectively to appropriate personnel.
- Evaluates and establishes goals based on patient's current level of functioning and potential for improvement.
- Plans for the patient's discharge, prepares discharge summaries and instructions.
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical and professional standards of conduct as set forth by the American Association of Occupational Therapy

_____ _____
Occupational Therapist Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

Around the Clock
Healthcare Services
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TITLE: **PHYSICAL THERAPIST**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARRY

The **PHYSICAL THERAPIST (P.T.)** is a qualified professional who directs, supervises, evaluates, and provides physical therapy services to patients as prescribed by the attending physician. The Physical Therapist provides therapy to rehabilitate and retrain major motor skills. Services are provided in a variety of healthcare settings.

EDUCATION
Graduate of an physical therapy school accredited by the Council of Medical Education of the A.M.A. in collaboration with the American Physical Therapy Association or its equivalent.

LICENSURE
Current, unrestricted license or registration to practice physical therapy.

EXPERIENCE
At least one year of physical therapist experience in a clinical setting.

CREDENTIALS
Current CPR as required by client facility; other health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Develops, implements and re-evaluates the patient's plan of care.
- Documents accurately and completely services provided.
- Evaluates and establishes goals based on patient's current level of functioning and potential for improvement.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act.
- Communicates information effectively to appropriate personnel.
- Treats patients to relieve pain and/or develop or restore function to maintain maximum performance.
- Plans for the patient's discharge, prepares discharge summaries and instructions.
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical and professional standards of conduct.

_____ _____
Physical Therapist Signature **Date**

This Job Summary is meant to function as a general guideline and is not all-inclusive.

Around the Clock
Healthcare Services
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TITLE: **PHYSICAL THERAPY ASSISTANT**

REPORTS TO: **FRANCHISEE, BRANCH MANAGER OR DESIGNEE AND APPROPRIATE CLIENT REPRESENTATIVE**

JOB SUMMARRY

The **PHYSICAL THERAPY ASSISTANT (P.T.A.)** is a technical healthcare professional who performs selected physical therapy procedures and related tasks under the direction of a Physical Therapist. Services are provided in a variety of healthcare settings.

EDUCATION
Graduate of an accredited Physical Therapy Assistant Program.

LICENSURE
Licensure or registration, if applicable in the state of practice.

EXPERIENCE
At least one year of PTA experience in the clinical setting.

CREDENTIALS
Current CPR as required by client facility; other health and screening tests as required by specific facilities and/or regulatory agencies.

ENVIRONMENTAL WORKING CONDITIONS

Various client facility settings; possible exposure to blood, bodily fluids, and other potentially infectious materials.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Complies with ATC policies/procedures.
- Complies with client facility policies/procedures.
- Documents accurately and completely services provided.
- Assists in teaching exercise programs to patient and family.
- Maintains confidentiality relative to patient care and facility practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Provides patient care in a non-judgmental, non-discriminatory manner that considers cultural diversity and age appropriateness so that autonomy, rights, and dignity are preserved.
- Performs routine strengthening and therapeutic exercises as directed.
- Communicates information effectively to appropriate personnel.
- Maintains competency by participating in continuing education programs and meets state specific requirements.
- Complies with accepted ethical and professional standards of conduct.

_____ _____
Physical Therapy Assistant Signature **Date**

This Job Summary is meant to function as a general guideline and is not all inclusive.

Medical Coder Level 1 –

Years of Experience - 1-2 years

Under general direction, monitors & analyzes policies & procedures in order to organize & implement an accurate & efficient International Classification of Diseases Edition (ICD policy & system support program: serves as medical policy resource, ICD analyst & technical expert advisor for ICD and other coding systems; incorporates relevant ICD policy & guidelines of Agency on statewide basis.

As needed, acts as a liaison between ICD unit & other agency departments regarding ICD policy & systems support & coordination; analyzes & interprets federal & state regulations & laws as applicable to program initiatives; monitors & analyzes ICD reports generated on agency computer systems for appropriate usage & assignment of ICD codes; performs ongoing ICD maintenance with updates, revisions & enhancements on agency computer systems; monitors & analyzes reports generated on agency computer systems for appropriate usage & assignment of ICD codes; performs ongoing ICD maintenance with updates, revisions & enhancements on agency computer systems;

Knowledge of: (1)ICD diagnostic codes for medical diagnoses, assignments, groupings & medical treatment, (2)agency statutes, rules, policies & procedures*, (3)human anatomy & physiology, (4)coding theory & application to agency laws, rules & policies, (8)business management, (9)public & human relations, (10)federal & state laws (i.e. ORC), regulations & accreditation standards (i.e. AAPC or AHIMA), (11)claims processing data management*, (12)healthcare delivery systems & health science administration, (13)health information systems & database management, (14)applied statistics*, (15)process analysis & outcome analysis*, ((17)healthcare laws, regulations & standards*, (19)ICD-9 coding for medical diagnoses, assignments & groupings,

Skill in: (1)operating PC & peripheral equipment (e.g. modem, printer), (2)use of Microsoft Office software (e.g. Windows, Excel, Word, Access, PowerPoint, Outlook), (3)use of agency software (4)use of office equipment (e.g. copiers & fax machines), (5)written & oral communication, (6)project management, (7)data collection, analysis & presentation.

Ability to: (1)define problems, collect data, establish facts & draw conclusions, (2)draft &/or edit administrative policies, procedures & directives*, (3)use statistical analysis, (4)apply principles to solve practical, everyday problems, (5)use proper research methods in gathering data, (6)gather, collate & classify information about data, people or things, (7)maintain accurate records & databases, (8)prepare meaningful, concise & accurate reports, (9)establish friendly rapport with internal & external customers, (10)prepare & deliver speeches before specialized audiences & general public, (11)handle sensitive inquiries (12)use & interpret ICD-9 & ICD-10 medical coding publications.

(*) Developed after employment.

Medical Coder Level 2 –

Years of Experience - 3-4 years

Under general direction, monitors & analyzes policies & procedures in order to organize & implement an accurate & efficient International Classification of Diseases Edition (ICD policy & system support program: serves as medical policy resource, ICD analyst & technical expert advisor for ICD and other coding systems; incorporates relevant ICD policy & guidelines of Agency on statewide basis.

As needed, acts as a liaison between ICD unit & other agency departments regarding ICD policy & systems support & coordination; analyzes & interprets federal & state regulations & laws as applicable to program initiatives; monitors & analyzes ICD reports generated on agency computer systems for appropriate usage & assignment of ICD codes; performs ongoing ICD maintenance with updates, revisions & enhancements on agency computer systems; monitors & analyzes reports generated on agency computer systems for appropriate usage & assignment of ICD codes; performs ongoing ICD maintenance with updates, revisions & enhancements on agency computer systems;

Knowledge of: (1)ICD diagnostic codes for medical diagnoses, assignments, groupings & medical treatment, (2)agency statutes, rules, policies & procedures*, (3)human anatomy & physiology, (4)coding theory & application to agency laws, rules & policies, (8)business management, (9)public & human relations, (10)federal & state laws (i.e. ORC), regulations & accreditation standards (i.e. AAPC or AHIMA), (11)claims processing data management*, (12)healthcare delivery systems & health science administration, (13)health information systems & database management, (14)applied statistics*, (15)process analysis & outcome analysis*, ((17)healthcare laws, regulations & standards*, (19)ICD-9 coding for medical diagnoses, assignments & groupings,

Skill in: (1)operating PC & peripheral equipment (e.g. modem, printer), (2)use of Microsoft Office software (e.g. Windows, Excel, Word, Access, PowerPoint, Outlook), (3)use of agency software (4)use of office equipment (e.g. copiers & fax machines), (5)written & oral communication, (6)project management, (7)data collection, analysis & presentation.

Ability to: (1)define problems, collect data, establish facts & draw conclusions, (2)draft &/or edit administrative policies, procedures & directives*, (3)use statistical analysis, (4)apply principles to solve practical, everyday problems, (5)use proper research methods in gathering data, (6)gather, collate & classify information about data, people or things, (7)maintain accurate records & databases, (8)prepare meaningful, concise & accurate reports, (9)establish friendly rapport with internal & external customers, (10)prepare & deliver speeches before specialized audiences & general public, (11)handle sensitive inquiries (12)use & interpret ICD-9 & ICD-10 medical coding publications.

(*) Developed after employment.

Medical Coder Level 3 –

Years of Experience - 5+ years

Under general direction, monitors & analyzes policies & procedures in order to organize & implement an accurate & efficient International Classification of Diseases Edition (ICD policy & system support program: serves as medical policy resource, ICD analyst & technical expert advisor for ICD and other coding systems; incorporates relevant ICD policy & guidelines of Agency on statewide basis.

As needed, acts as a liaison between ICD unit & other agency departments regarding ICD policy & systems support & coordination; analyzes & interprets federal & state regulations & laws as applicable to program initiatives; monitors & analyzes ICD reports generated on agency computer systems for appropriate usage & assignment of ICD codes; performs ongoing ICD maintenance with updates, revisions & enhancements on agency computer systems; monitors & analyzes reports generated on agency computer systems for appropriate usage & assignment of ICD codes; performs ongoing ICD maintenance with updates, revisions & enhancements on agency computer systems;

Knowledge of: (1)ICD diagnostic codes for medical diagnoses, assignments, groupings & medical treatment, (2)agency statutes, rules, policies & procedures*, (3)human anatomy & physiology, (4)coding theory & application to agency laws, rules & policies, (8)business management, (9)public & human relations, (10)federal & state laws (i.e. ORC), regulations & accreditation standards (i.e. AAPC or AHIMA), (11)claims processing data management*, (12)healthcare delivery systems & health science administration, (13)health information systems & database management, (14)applied statistics*, (15)process analysis & outcome analysis*, ((17)healthcare laws, regulations & standards*, (19)ICD-9 coding for medical diagnoses, assignments & groupings,

Skill in: (1)operating PC & peripheral equipment (e.g. modem, printer), (2)use of Microsoft Office software (e.g. Windows, Excel, Word, Access, PowerPoint, Outlook), (3)use of agency software (4)use of office equipment (e.g. copiers & fax machines), (5)written & oral communication, (6)project management, (7)data collection, analysis & presentation.

Ability to: (1)define problems, collect data, establish facts & draw conclusions, (2)draft &/or edit administrative policies, procedures & directives*, (3)use statistical analysis, (4)apply principles to solve practical, everyday problems, (5)use proper research methods in gathering data, (6)gather, collate & classify information about data, people or things, (7)maintain accurate records & databases, (8)prepare meaningful, concise & accurate reports, (9)establish friendly rapport with internal & external customers, (10)prepare & deliver speeches before specialized audiences & general public, (11)handle sensitive inquiries (12)use & interpret ICD-9 & ICD-10 medical coding publications.

(*) Developed after employment.