JOB DESCRIPTION
MEDICAL RECORDS/
ANCILLARY SUPERVISOR

The Medical Records/Ancillary supervisor is responsible for the smooth operation of two departments and reports to the Director of Nursing.

Physical Requirements:
This employee must have the ability to work and think quickly on an often fast paced, emotionally demanding arena. They must be responsible, self-motivated, self-paced and able to sit, stand, walk and lift at least fifty (50) pounds. This position demands sitting for 1-2 hours, standing for 3-4 hours and walking for 2-3 hours per shift.

Duties include:

- An ability to read, write and speak English.
- To perform basic clerical/office skills.
- Have good attention to detail
- Show a genuine caring for and an interest in elderly and handicapped people.
- Comply with the Resident Rights.
- Order, receive, stock and maintain an accurate inventory of supplies.
- Maintain usage and tracking tools for patient billing.
- Print the MAR-TAR, physician orders and other forms requested.
- Enter the physician orders on a daily basis into the computer.
- Check the physician orders for accuracy and diagnosis.
- Enter the resident's initial orders.
- Occasionally transporting residents.
- Performs other duties as assigned by the Director of Nursing or the Administrator.

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Employee Signature