

## Mason City Clinic Job Description

Job Title: Scheduler- Ortho Surgery  
Department: Orthopedics

### JOB SUMMARY

Under direct supervision and according to prescribed procedures, contacts patients, prepares necessary forms, verifies precertification and collects completed forms. Following prescribed procedures, reviews medical record information to determine appropriate procedure facility. Uses the computer system to order labs, schedule procedures, verify and update patient data. Performs various clerical duties such as answering telephones, preparing physician schedules, copying materials, preparing forms, files and the like.

### ORGANIZATIONAL SUMMARY

- A. Reports to: Clinic Manager/Clinic Nurse Supervisor
- B. Supervises: None
- C. Key Working Relationships: Providers, Vendors, MercyOne and Mason City Clinic Administration, MercyOne Director, Clinic Nurse Manager/Clinic Nurse Supervisor, clinic staff, and other departments/representatives within Mason City Clinic, MercyOne-North Iowa, and network hospitals/clinics.
- D. Primary Customer Groups: Patients and families served within MercyOne-North Iowa
- E. Age/Population of Patients Served:

<input type="checkbox"/>	Neonatal	<input type="checkbox"/>	Adolescent	<input type="checkbox"/>	Geriatric
<input type="checkbox"/>	Pediatric	<input type="checkbox"/>	Adult	<input checked="" type="checkbox"/>	All Ages

### ESSENTIAL FUNCTIONS

- A. Responsible for timely coordination and scheduling of diagnostic testing exams, procedures and surgeries. In doing so, receives request from providers that includes the patient's name, test(s), procedure(s) and/or surgery to be scheduled, and time frame for scheduling.
- B. Selects appropriate testing and/or surgical date by coordinating schedules of physician, testing and/or surgical facility and patient.
- C. Notifies patient, provider and appropriate facilities of test, procedure and/or surgery scheduled date and time.
- D. Records procedure, surgery and/or testing exam into computer system and surgeon's book.
- E. Completes required paperwork, obtains appropriate signatures, and routes to appropriate departments.
- F. Coordinates with Business Office to ensure prepayment paperwork is completed in advance when appropriate.
- G. Notifies prior authorization department of planned test, procedure and/or surgery and daily checks case management notes and/or under orders to ensure necessary insurance precertification approvals are obtained prior to scheduling tests, procedure and/or surgeries.

- H. Following established protocols, schedules required preoperative H&P, cardiac clearance or other required preop testing or lab necessary to clear patient for surgery.
- I. Follows established protocols to retrieve preop test and lab results, confers with physician or nurse scheduler on abnormal results and documents information in EMR.
- J. Following established protocols completes preoperative education.
- K. Reschedules as necessary notifying all appropriate facilities of rescheduling or cancellation and documents reschedule or cancellation into electronic medical record (EMR).
- L. Works as a supportive team member demonstrating courtesy and helpfulness towards patients, families and co-workers.
- M. Maintains patient and clinic confidentiality
- N. Reports risk management concerns and questions to appropriate manager.
- O. Performs related clerical duties such as completing forms, documenting phone notes, completing orders, billing services, compiling chart information and so forth.
- P. Actively participates in the process improvement initiatives and seeks to identify and resolve issues through teamwork and collaboration.

### **ADDITIONAL FUNCTIONS**

- A. Participates in the training, orientation, and education of new employees.
- B. Serves as a resource person for patients and other clinic staff.
- C. Functions as a team member by providing back up when needed.

### **POSITION QUALIFICATIONS**

- A. Education [formal]:
  - a) Successful completion of a formal Nurse Aid, Emergency Medical Technician, or Radiology technologist course/training verified through transcript or ordinal program certificate of completion OR
  - b) Graduate of a medical assistant program OR
  - c) currently enrolled in an A.D.N., B.S.N., program with successful completion of first semester A.D.N. program OR first year completion of nursing courses in BSN OR graduate of an A.D.N., Diploma, BSN, or LPN program OR
  - d) Successful completion of other similar health related education program.
  - e) Ability to comprehend verbal and written requests from physicians and other staff. The ability to read and write in order to prepare medical records charts and record vital signs. To perform simple arithmetic calculation when completing fee slips and activity logs at a level normally acquired through completion of high school or equivalent AND
  - f) Knowledge of basic clinical skills, handwashing, indirect care skills, and taking vital signs at a level normally acquired through completion of a state approved nursing assistant program.
- B. Experience:
  - a) A minimum of six months work experience in a health care facility performing duties relating to patient care is preferred.
  - b) Additional experience involving computer knowledge.
- C. Special Skills and Competencies:
  - a) Communication skills with the ability to maintain and display professionalism with customers and coworkers.

- b) Organizational skills and attention to detail.
- c) Flexibility and adaptability.
- d) Functions as a patient advocate.
- e) Skills in preparing records and documenting in the EMR including good typing skills.

x	Must provide proof of <b>Basic Life Support</b> (BLS Healthcare Provider, American Heart Association; or American Red Cross, Professional Rescuer-LIVE class only) via current card prior to employment or within 60 days of hire and maintains current status.
x	Completes <b>Mandatory Reporting: Child and Dependent Adult Abuse</b> requirement within 6 months of hire and renews this requirement every 3 -years.
	Completes <b>Advanced Cardiac Life Support (ACLS)</b> – American Heart Association within 6 months of hire and maintains current status.
	Completes <b>Pediatric Advance Life Support (PALS)</b> – American Heart Association within 6 months of hire and maintains current status.
	Completes <b>Neonatal Resuscitation Program (NRP)</b> – American Heart Association within 6 months of hire and maintains current status.
	Completes <b>MANDT</b> Training within 6 months of hire and maintains current status.
	Completes <b>Trauma Nurse Core Course (TNCC)</b> within 6 months of hire and maintains current status.

**Motor Vehicle:**

Required to operate \_\_\_\_\_ MercyOne Vehicle \_\_\_\_\_ Personal Vehicle   X   N/A

Frequency of operation: \_\_\_\_\_ daily \_\_\_\_\_ weekly \_\_\_\_\_ monthly \_\_\_\_\_ quarterly

List any special licenses or requirements for Mason City Clinic/MercyOne vehicle operation:

\_\_\_\_\_

Note: If required to operate vehicle, will need to maintain valid driver's license and provide proof of adequate insurance coverage.

**MACHINES, TOOLS AND EQUIPMENT**

A. (List machines, tools and equipment that serve a major function of the job, use group titles of equipment, identify unique or specialized equipment.)

- EKG
- Nebulizer
- Emergency Equipment
- Department specific testing & procedure equipment
- Telephone
- Pulse Ox
- Computer
- Multi-function device
- Primex Medication monitor
- Computer
- Vital sign equipment

**REVIEWED/COMPLETED BY:**

Title	Name
Mason City Clinic Administrator	Dana Young, MBA
MercyOne Clinic Manager Specialty Clinic at Mason City Clinic	Heidi Laube, M.Ed., ATC/L, ITAT
MercyOne Director of MercyOne Specialty Clinic at Mason City Clinic	Ben Kofoot

**VII. PHYSICAL JOB DEMANDS**

Department: Nursing Various Departments	<b>Mason City Clinic</b>	Position: Clinic Registered Nurse
ESSEN is marked with an X if the particular demand or category is relevant to the purpose of the job.	SIDE refers to the side or limb required to execute a task. If it is marked E, it indicates either side, the most common choice is listed first. D refers to dominant and B to both sides.	Frequency Ratings Continuously- 67-100 % or 62 times an hour Frequently – 34-66 % or 12-62 times an hour Occasionally – 0-33 % or 1-12 times an hour Rarely- 7 or less times a day (R) Weekly – Once a week (W)

Physical Demands	E S S E N	S I D E	Rarely/ Weekly	O C C A S I O N A L	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
S T R E N G T H		X		10 lbs.					
	Lifting - Floor to waist	X		7 lbs.					Chart / supplies
	Lifting - Waist to Shoulder	X		2 lbs.					Supplies
	Lifting – Shoulder to Over Head	X		5 lbs. Rarely					Nebulizer
	Carrying - With Handles	X		35 lbs. Rarely 50 lbs. Weekly	15 lbs.				Patient Sterilization bins
	Carrying - Without Handles	X		10 lbs.					Office chair 3 ft.
	Pushing - Upper Extremity	X		50 lbs. Weekly	35 lbs.				Patient in wheelchair / Cart with supplies 30 ft.
	Pushing - Hip/Leg Assist	X		10 lbs.					Office chair 3 ft.
	Pulling - Upper Extremity	X		50 lbs. Weekly	35 lbs.				Patient in wheelchair / Cart with supplies 5 ft.
	Pulling - Hip/Leg Assist	X		Rarely					Stocking supplies
Reach - Shoulder or Above	X		Weekly						
Reach – Shld/Above extnd									

Physical Demands		E S S E N T I A L	S I D E	Rarely/ Weekly	O C C A S I O N A L	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
	Reach - Below Shoulder	X				X				Drawers
	Reach - Bel. Shlder extnd			Weekly						
	Handling	X				X				
	Gripping	X				X				Blood pressures / gait belt / wheelchair handles
	Fine Finger Movements	X				X				Computer
E N R G	Aerobic (percent)	X						95 %		
	Anaerobic (percent)	X						5 %		
	High Energy Expenditure	X						95 %		
	Low Energy Expenditure	X						5 %		
P O S T U R E  +  M O	Neck - Static Flexion	X			X					
	Neck - Static Neutral	X				X				
	Neck - Static Extension	X		Rarely						
	Neck - Rotation	X				X				
	Throwing								N/A	
	Sitting	X			X					
	Standing	X				X				
	Walking	X				X				
	Climbing - Arms and Legs									N/A
	Climbing - Legs Only	X			X					Stairs
	Bending/Stooping	X			X					Patient care
	Crouching	X			X					
	Kneeling									N/A
Crawling									N/A	
Twisting	X					X			Patient care	
Balancing									N/A	
Running/jumping									N/A	
G E N	Traveling	X			X					Outreach
	Work Alone	X				X				
	Interact with Public	X					X			
	Operate Equip/Machinery	X				X				
	Irregular/Extended Hours	X			X					
P E R C E	Hearing - Conversations	X					X			
	Hearing - Other Sounds	X				X				
	Vision - Far	X				X				
	Vision - Near	X				X				
	Vision - Color	X			X					

Physical Demands		E S S E N	S I D E	Rarely/ Weekly	O C C A S	Freq.	Cont.	Max. Weight (lbs.)	Usual Weight (lbs.)	COMMENTS
P T I O N	Vision - Depth	X				X				
	Feeling (Tactile)	X			X					
	Reading	X x				X				
	Writing	X				X				
	Speech	X					X			
W O R K  E N V I R O N M E N T	Inside Work	X					X			
	Outside Work							N/A		
	Hot Conditions >77 deg. F			Weekly						
	Cold Conditions <50 deg. F							N/A		
	Humid			Weekly						
	Dust							NA		
	Vapor Fumes	X			X					
	Hazardous Machines							N/A		
	Proximity to Moving Object	X				X				Congested halls and nursing stations
	Noise	X				X				
	Electrical Hazard	X			X					
	Sharp Tools	X			X					Needles / Blades
	Radiant/Thermal Energy	X		Rarely						
	Slippery Conditions	X		Rarely						
	Vibration and Related	X		Rarely						
	Chemical Irritants	X			X					
	Organic Substances	X				X				
	Medical Waste	X			X					
	Blood Products	X			X					
	Congested Worksite	X				X				
	Lighting - Direct	X			X					
	Lighting - Indirect	X				X				
Lighting - Adjustable	X		Rarely							
Lighting - Fluorescent	X				X					
Lighting - Incandescent	X			X						
Lighting - Shadows etc.	X			X						
Comments:										