

# HRUSKA CLINIC RESTORATIVE PHYSICAL THERAPY SERVICES

## JOB DESCRIPTION

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**JOB TITLE:** Office Assistant/PT Tech

**DATE:** June 23, 2011

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**GENERAL SUMMARY:** Reports to Administrative Services Manager, responsible for assisting physical therapists with patient care as needed, upkeep of patient area, including laundering & stocking of linens, preparing for next day's patients, answering phones, scheduling patients, greeting and checking in patients, processing medical record requests, filing, photocopying, assisting with patient account questions and miscellaneous duties as assigned. Must be able to complete tasks with numerous interruptions.

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### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

#### **Essential Job Functions:**

- Lifts ~30 lbs numerous times each shift (setting patients up on hotpacks)
- Washes, folds and stocks linen daily
- Assists physical therapists in manual techniques by anchoring/stabilizing patient
- Cleans and stocks patient areas
- Communicates clearly, professionally and with enthusiasm, on phone and in person
- Schedules patients accurately on computer
- Answers telephone and provides accurate information to all inquiries
- Takes messages and appropriately transfers information to requested individual
- Greets and directs patients in a courteous and tactful manner, and informs therapist of patient arrival
- Carries out requests received for medical records in timely and efficient manner
- Pulls patient files for next day and processes charge sheets

#### **Marginal Job Functions:**

- Files charts, progress letters, patient information, correspondence, etc.
- Photocopies forms, exercise programs as needed
- Assists with other office duties as needed

**QUALIFICATIONS:**

Education: High School diploma or equivalent

Licensure/Certification: None

Experience or Pre-Requisites: Experience working with the public beneficial

Physical Demands and Environmental Conditions:

- Ability to lift ~30lbs numerous times each shift
- Ability to anchor/stabilize patient during manual techniques
- Ability to fold and stock laundry



Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_