



<b>Job Title: Clinical Scheduler</b>	<b>Classification: non-exempt # Hrs. Wkly: 40</b>
<b>Reports to: Area Manager / Home Health Operations</b>	<b>Date: 6/2014 Revised: 1/2017</b>

**Position Overview:**

Clinical scheduling, communicates scheduling to support staff and assists clinical staff in maintaining all necessary documentation pertaining to responsible departments.

**Principal Duties:**

- Receives request for services. Schedules and maintains weekly calendar of all services delivered. Review assignments as appropriate with the Area Manager, Home Health Aide (HHA) supervisor, and professional and support staff.
- Creates and maintains staff schedules.
- Ensures schedules are completed timely and accurately in accordance with the plan of care.
- Works cooperatively with the Area Manager on staffing, referral sources, physician and client concerns/needs.
- Communicates effectively with clients and families schedule changes and staffing changes as requested.
- Accurately verifies visits made. Issues deficiency notifications for missing, incomplete, untimely and inaccurate documentation. Reviews and corrects timesheets and prepares them for data entry.
- Secondary responder to phone calls.
- Documents incidents of error involving schedule problems.
- Receives reports from staff as requested. Communicates concerns to HHA supervisor.
- Performs general office duties requested, including but not limited to word processing, photocopies, files, shreds, sort/distributes mail, provides reception and telephone services.

**Qualifications and Skills:**

- Positive communication skills
- Ability to function effectively as a team member.



- **Demonstrated knowledge and skills necessary to provide care to and communicate with primarily the geriatric population, and to a lesser degree, the pediatric and adult populations.**
- **Demonstrated knowledge of the principles of growth and development over the life span.**
- **Able to assess data reflecting the client's status and interpret the appropriate information needed to identify each client's requirements relative to their age-specific needs.**
- **High school diploma.**

**Physical Demands/Environment:**

- **Frequent disruption due to constant interruption from staff, physicians, referral sources and clients.**
- **While performing the duties of this job, the employee is occasionally required to stand; walk; sit. The employee must occasionally lift and/or move up to 25 pounds.**