

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 03/20/20

Closing Date: 03/27/20

TITLE: Assistant Admitting Officer

SALARY: \$31,543 - \$37,462

Hours: 40 X 35___

DEPARTMENT: Human Services

Union ___ Mgmt X

LOCATION: Northfield

NJCSC Test Required: Yes ___ No X

Grant Funded: Yes ___ No X

DEFINITION

Under direction, assists in supervising admitting office personnel and determines eligibility and arranges for admission of patients to a hospital; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above educational requirement may substitute work experience arranging admissions in a hospital, nursing home or other institutional environment on a year for year basis.

NOTE: A current and valid registration as a Professional Nurse in the State of New Jersey may be substituted for the required education.

EXAMPLES OF WORK:

Assists in determining eligibility and arranges for admission of patients to a hospital.

Interviews patient or relative to obtain necessary personnel and financial data.

Assigns accommodations.

Prepares records of admission, transfer, and other data that may be required.

Initiates notice of patients' admission to concerned personnel.

May assist in supervising the admitting office personnel.

Reviews list of unoccupied beds and makes pre-admission reservations according to type of case and accommodation desired.

Assists in coordinating admitting procedures with activities of other hospital units.

Answers inquiries concerning admission regulations and procedures.

Assists in planning and organizing the work of the admission unit.

Provides assignments and instruction to assigned employees.

Prepares reports.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGES AND ABILITIES

Knowledge of the hospital operations and procedures, and methods of establishing patients' financial status and eligibility for admission.

Ability to apply principles and practices of admission of patients to situations.

Ability to supervise employees.

Ability to evaluate admission information, and to make frequent independent decisions.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

**Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401**

- We are an Equal Opportunity Employer -