



Olive View-UCLA Medical Center

INTERMEDIATE CLERK FOR VARIOUS PATIENT CARE AREAS

Position Summary: We are seeking a highly motivated, energetic, customer friendly and responsible individuals to provide clerical services for various patient care areas.

This position reports directly to the unit's Nurse Manager

Desirable Qualifications:

- Excellent customer service skills
- Excellent computer skills
- Strong organizational skills
- Punctual
- Able to handle multiple tasks simultaneously
- Able to work with minimal supervision
- Excellent interpersonal skills

Duties include but are not limited to:

- Maintain patient medical records in a functional and orderly manner
- Transcribes physician's orders, completing necessary forms, requisitions and communications with attention to detail and confidentiality.
- Admits, transfers and discharges/dispositions patients and notifies appropriate departments within specified time limits.
- Coordinates all incoming and outgoing telephone calls in a courteous and helpful manner
- Demonstrates dependability and flexibility in meeting/scheduling needs of the unit including assignments to other units.

**MUST BE CURRENT AND REACHABLE ON THE INTERMEDIATE CLERK
CERTIFICATION LIST**

-OR-

CURRENTLY HOLD THE TITLE OF INTERMEDIATE CLERK

Interested applicants, please submit your cover letter, resume, last two years performance evaluations and time records to:

The Nurse Recruitment and Retention Center
14445 Olive View Dr.
Sylmar, CA 91342
Phone: (818) 364-3317
Fax: (818) 364-3326

WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET

Subject to closure without prior notice

EOE/Posted 08-07-2015

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION