

**Job Title/Position:** *Scheduler*

**Reports to:** *Administrator/Clinical Manager*

### **JOB DESCRIPTION SUMMARY**

**EDUCATION AND EXPERIENCE** High school diploma or equivalent required. Previous experience in Home Health Care or the medical industry is desired. Previous administrative or clerical experience is desired. **PHYSICAL DEMANDS** (Reasonable accommodations may be made to assist individuals with disabilities) Employee frequently lifts or moves objects weighing up to 50 pounds. Must be able to walk, sit, stand, lift, bend and reach with hands and arms. Employee may spend long periods of time on the phone or viewing a computer screen.

### **ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

1. Staffs all new referrals to the appropriate clinician based upon location of the patient and skill of the clinician.
2. Assists with changes in staff schedules and reassigns patients appropriately.
3. Communicates patient information to appropriate staff as needed.
4. Assigns all disciplines and clinicians in clinical point of care system.
5. Maintains on call coverage schedule.
6. Works the scheduling console and the Scheduling Task Hotlist to make sure that all orders and frequencies are correct in a timely manner.
7. Obtains physicians' orders as needed for proper patient care and staff frequencies.
8. Assists with handing phone calls from physicians' offices, patients and clinicians.
9. Provides assistance to other administrative roles as needed, including the receptionist and the administrative assistant.
10. Schedules supervisory visits for CNAs, LPNs, COTAs, and PTAs.
11. Assists with scheduling of Re-assessments for SLPs, OTs, and PTs every 30 days.
12. Notifies organizations leadership of problematic trends that are identified while working tasks and hot lists.
13. Assists with all other duties as assigned.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.

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**POSITION QUALIFICATIONS**

1. One (1) to two (2) years of clinical home health experience required.
2. Understands basic Federal and State Regulations and licensing requirements as they relate to home health care.
3. Exercises good communication skills in working with employees and agency contacts.
4. Demonstrates use of basic office equipment: copy machine, and fax machine.
5. Working knowledge of computer systems and the capacity to learn and effectively utilize software used by Trinity Home Health.
6. Manages a work schedule in accordance with company attendance and reporting policies.
7. Possess and maintains current CPR certification.
8. Licensed driver with automobile that is in good working order and insured in accordance with organization requirements.
9. Excellent coordination and communication skills.
10. Detail oriented and able to work with minimal supervision.

**EDUCATION AND EXPERIENCE**

1. Associates Degree, LPN preferred.
2. Previous experience in Home Health Care or the medical industry is desired.
3. Previous administrative or clerical experience is desired.

**PHYSICAL DEMANDS**

Employee frequently lifts or moves objects weighing up to 50 pounds. Must be able to walk, sit, stand, lift, bend and reach with hands and arms. Employee may spend long periods of time on the phone or viewing a computer screen.

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Employee Signature

\_\_\_\_\_  
Date