

Job Title:	Rehab Services Associate	Department:	Rehab Services
Position Type:	Full Time, Part Time, PRN	Job Category:	Non-exempt
Supervisor Title:	Rehab Services Director	Dress Code Requirements:	Scrubs, closed toe shoes or business casual
Created Date:	Oct. 2008, last revised Mar. 2012	Last Updated:	October 2016
Educational Requirements or Preferences:	High school diploma or equivalent.	Credentials Required or Preferred:	N/A
Shift:	Monday through Friday	Hours/Call:	8:00 a.m. to 4:30 p.m.
Travel Required: (Driver's License Required)	Multiple sites	Equipment Knowledge:	Computer and business office equipment
Knowledge/Skills/Abilities/Experience Required or Preferred:			
Previous health care/patient care experience is helpful. Must possess good organizational skills. Able to work in an independent manner.			
Job Description			
<p>The Rehab Services Associate performs duties and procedures as assigned by the physical therapist and occupational therapist. Assists and cooperates in the efficient operation of the Rehab Services department. Assists and communicates with department manager, Rehab Services staff and other hospital personnel, patients, and family members.</p> <p>ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Performs physical therapy procedures under the direction of a physical therapist safely and in accordance to the policy and procedure manual. 2. Escorts patients to and from treatment area as necessary, maintaining the individual's privacy and dignity. 3. Prepares area for patient treatment as indicated for each individual, including equipment, supply set up, and clean up. 4. Consistently schedules patient treatments with consideration for therapist's time, equipment use, and available space. 5. Completes billing information, as directed by the therapist, and forwards the information to the office within 24 hours. 6. Processes all necessary certifications, physician orders, and pre-authorizations as necessary. 7. Handles all denials of claims from insurance companies. 8. Completes the BECEP and Special Education billings in a timely manner. <p>OTHER DUTIES</p> <ol style="list-style-type: none"> 1. Monitors and maintains adequate supplies for departmental operations. Frequently used items will be adequately stocked at all times. Needed supplies will be requested within two working days. 2. Completes data entry and registration of outpatients. 3. Maintains an accurate and orderly filing system and monitors charts weekly. <p>ADDITIONAL NOTES</p> <p>This job description does not reflect all duties that may be assigned to this position.</p>			

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Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	Must be able to stand 80% of the shift. Must be able to assist in moving and lifting patients. Must be able to interact with patients and families in a positive manner.		
Environmental Factors:	May be in contact or exposed to contagious elements. There is a potential for exposure to body fluids.		
I, _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
Employee Signature		Date:	