

ADMISSIONS ASSISTANT PROFILE

PERFORMANCE EXPECTATIONS

- Develop and maintain a good working rapport with inter-department personnel, as well as other departments within the facility and local healthcare providers.
- Maintain and distribute a current listing of all residents, their level of care, and assigned room numbers.
- Accurate and timely admissions and medical paperwork is collected and distributed to the appropriate departments.
- Abstract information from records as authorized/required for insurance companies, Medicare, etc.
- Maintain a resident waiting list in accordance with established policies and procedures.

SUCCESS PATTERNS

Absolutes

Able to articulate general admissions practices

Able to make independent decisions

Computer Proficient (Excel, Word)

Ability to maintain complete confidentiality

Team player

PERSONAL CHARACTERISTICS

Ability to deal tactfully with the general public

Organized

Multi-tasker

Detail oriented

Good communicator, ability to articulate admissions process

Flexible

Analytical