

LOWER UMPQUA HOSPITAL JOB POSTING

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| Position | Rehabilitation Aide |
| Department | Rehabilitation |
| Status | Full-time |
| Post Date | July 19, 2019 |
| Date Available | July 27, 2019 |
| Close Date | Until Filled |

Lower Umpqua hospital is seeking a full-time Rehabilitation Aide. The Aide is primarily to assist in the efficacy of the department through communication and task completion. The rehabilitation aide is responsible for receiving/scheduling patients at the department, preparing forms and paperwork for the therapists, prior authorizing patients insurance, department maintenance, and functioning as a physical therapist aide.

ESSENTIAL DUTIES:

- Scheduling and maintenance of schedule for PT/OT/Speech Therapy, inpatients and outpatients, and SNF.
- Answering telephone and sending/receiving fax as needed.
- Typing as needed.
- Pickup and delivery of mail for the department.
- Copy forms, charts, patient handouts, etc.
- Prepare and turn in-patient Rehab daily treatment charge slips.
- Prepare department statistics.
- Establish and maintain patient and department files.
- Maintain and order department inventory.
- Assist patients before, during, and after treatments.
- Perform other related duties as necessary or requested.
- Prior authorization of patients with their respective insurance companies for treatment.
- Must demonstrate safe and proper transfer techniques.
- Clean up treatment rooms and equipment following procedures and exercises.
- Maintain temperature and equipment logs per state requirements.
- Assist with activity program as directed for swing bed program.

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| Contact | Holly Tavernier | Phone Number | (541) 271-6327 |
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