



Administrative Positions

STEP 2 HS/GED	STEP 3 HS/GED+	STEP 4 HS/GED++ - AA	STEP 5 AA-BS
<p>Unit Clerk DUTIES: Provides administrative support to the patient care unit. OTHER REQUIREMENTS: Six months to one year prior healthcare office or medical records experience. AVG. HOURLY WAGE: \$10.50</p>	<p>Departmental Secretary DUTIES: Performs secretarial and clerical functions of the department. OTHER REQUIREMENTS: Type 40 wpm; spreadsheet and word processing skills; prior office experience. AVG. HOURLY WAGE: \$14.98</p>	<p>Administrative Assistant DUTIES: Performs variety of administrative and clerical tasks, coordinates projects and may oversee support staff. OTHER REQUIREMENTS: Two years of college preferred; prior office experience; proficient in word processing, spreadsheet applications; transcription. AVG. HOURLY WAGE: \$18.08</p>	<p>Utilization Review Coordinator DUTIES: Performs pre-admission, concurrent and retrospective medical record reviews. OTHER REQUIREMENTS: Licensed RN in Md., ABQURP certification preferred; NAHQ certification preferred; five years of acute care clinical experience; two years of experience in utilization management. AVG. HOURLY WAGE: \$26.33</p>
<p>Transporter DUTIES: Transports patients, equipment, supplies. AVG. HOURLY WAGE: \$10.50</p>	<p>Medical Records Clerk DUTIES: Maintains, processes and completes medical records. OTHER REQUIREMENTS: Six months to one year medical secretarial or medical records experience. AVG. HOURLY WAGE: \$11.50</p>	<p>Patient Registrar DUTIES: Communicates with patients, families, physicians, quality review and insurance companies to obtain information and insurance verification to assure quality patient care and payment of hospital accounts. OTHER REQUIREMENTS: Six months to one year medical office experience. AVG. HOURLY WAGE: \$13.37</p>	
<p>Food Service Assistant DUTIES: Prepares and serves food to patients, staff and visitors. AVG. HOURLY WAGE: \$9.35</p>	<p>Receptionist DUTIES: Greets visitors, provides directions, telephone coverage and performs clerical tasks. AVG. HOURLY WAGE: \$11.50</p>	<p>Scheduling Coordinator DUTIES: Performs scheduling, preauthorization and administrative activities for patients. OTHER REQUIREMENTS: Three years of administrative or clerical experience in healthcare setting; knowledge of insurance coverage. AVG. HOURLY WAGE: \$13.37</p>	
<p>Environmental Services Assistant DUTIES: Performs a variety of cleaning functions. AVG. HOURLY WAGE: \$9.55</p>		<p>Coding Specialist DUTIES: Codes and abstracts data using ICD-9CM, CPT-4 and other applicable patient classification schemes. OTHER REQUIREMENTS: Completion of medical terminology, anatomy, physiology and coding courses in ICD-9-CM and CPT-4; certification or eligibility for certification as a Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA), Certified Coding Specialist (CCS)- Physician (CCS-P) or Certified Professional Coder (CPC) preferred; prior health information management experience. AVG. HOURLY WAGE: \$21.81</p>	

Navigating Career Maps

There are three categories of maps based on positions with similar job descriptions and qualifications in all hospitals — technician, administrative and patient care. Within each position category there are a series of steps as you read from left to right across the map. Generally, education, experience and salaries increase as you move right from Step 1 to higher steps that appear across the top of the page. Within a given step, there may be an increase in the experience and education/training that are required as you move from the bottom to the top of the page, although this is not true in all cases.

MAP KEY

- HS = High school graduate
 - GED = High school equivalency certificate
 - AA = Associate's degree (2 yr.)
 - AA+ = More than associate's, but less than bachelor's
 - BS = Bachelor's degree (4 yr.)
- All map data as of June 2006

