

MEDICAL WORKER

GENERAL STATEMENT OF DUTIES: Under supervision carries out the routine clerical details involved in the authorization of all forms of medical care; records the diagnostic and treatment information submitted by physicians or individual patients; acts as liaison between the medical unit and the social service and accounting divisions in the routine transmittal of information and forms; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work may be performed under the administrative direction of the Commissioner of Social Services with technical guidance from a medical consultant, or it may be performed under the immediate supervision of a medical social work supervisor, or medical social worker in accordance with agency organization. Work may involve direct contact with practicing physicians and allied professional personnel, as well as with the social service staff of the agency.

EXAMPLES OF WORK: (Illustrative only)

- In conformity with established agency policies and procedures, authorizes medical care;
- Maintains diagnostic and treatment records and other medical records required by the agency;
- Transmits medical information to the social service division;
- Receives from social service staff and transmits to practicing physicians social information which may have a bearing on the medical treatment plan.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of medical terminology, knowledge of federal, state and local medical resources, and of the professional responsibilities of the different specialties within the medical profession; full awareness of the confidential nature of medical information and of the limitations imposed by medical ethics on use of such information; ability to establish and maintain satisfactory relationships with people; accuracy in carrying out details of the local medical program; and in recording data; tact, sensitivity to the reactions of others; awareness of the emotional reactions to illness; good health.

ACCEPTABLE EXPERIENCE AND TRAINING:

Either

- (A) Two years of full time satisfactory paid nursing experience in a medical institution or in the office of a practicing physician, plus completion of a standard high school course and graduation from an accredited school of nursing;
- Or** (B) Three years of full time clerical or secretarial experience in a social agency or a medical institution or in the office of a practicing physician, plus completion of a standard high school course and one-year course of study in a recognized college, normal school, or business college.

Competitive Class