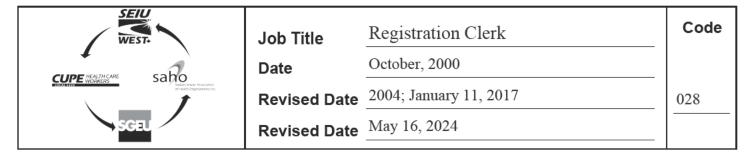
## **Job Evaluation Rating Document**



Decision Making		Degree
Provides registration and admission duties as procedures. Prioritize tasks depending on urclient/patient/resident placement depending	gency of admissions. Some choice of action with	2.5

Education	Degree
Grade 12. Medical Office Administration diploma (Saskatoon Business College 860 hours) (Rating of 3.0)	
*As per the MOA regarding Education factor review (January 2019) the JJEMC will continue to utilize 1040 hours as no other factors were impacted by this change. The education will remain at 3.5	3.5

Experience	Degree
No previous experience. Six (6) months on the job to learn computer programs, patient registration processes, develop relationships with physicians and other departments and become familiar with department policies and procedures.	2.0

Independent Judgement	Degree
Provides registration and admission duties according to established admitting policies and procedures. Works with other departments to resolve problems associated with patient transfers. Discusses bed placement with managers.	3.0

Working Relationships	Degree
Regular contact with clients/patients/residents and families requiring appropriate tact. Contacts may involve difficult, specialized and/or emotional situations.	
	3.5

3.0