

5. Values and pursues professional education and self improvement.
6. Timeliness of reports, i.e. evaluations, CQI reporting.

III. Accountability for Safety

STANDARDS:

1. Familiarizes self with and adheres to all facility and department safety policies and procedures.
2. Completes all required annual safety training.
3. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
4. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
5. Promotes a culture of safety to improve employee safety.

IV. Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.

STANDARDS:

1. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the job responsibilities based on the HIPAA privacy and security policies and procedures.
2. Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
3. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
5. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designees.

V. JOB RESPONSIBILITY: Responsible for assisting in maintaining a complete and systematic set of records for HAMC accounts payable and cash disbursements.

STANDARDS:

1. Responsible for filing in Accounting and Human Resources.
2. Responsible for answering the phone in a timely manner and taking accurate messages.
3. Responsible for looking up vendor accounts and pulling files as needed.
4. Responsible for assisting in Accounts Payables process, including opening mail, sorting and dating mail, coding of invoices, keying invoices into the computer system, matching check stubs to invoices, and stuffing checks
5. Answer inquiries from vendors, suppliers, and employees, and research discrepancies.

VI. JOB RESPONSIBILITY: Responsible for assisting in maintaining a complete and systematic set of records for the association general ledgers and overall financial

statement.

STANDARDS:

1. Responsible for maintaining records regarding cash over and short.
2. Responsible for preparing and maintaining records regarding the daily bank deposit for HAMC.
3. Assist in preparation of Heart to Heart Gift Shop bank deposit and sales records.
4. Responsible for updating records pertaining to the HAMC resident fund accounts
5. Assist in daily bank deposit and bank run if needed.
6. Assist in the completion of the Accounting Department workload during PTO's or leave of absence of other accounting personnel.
7. Maintaining records regarding dietary meal count.
8. Maintain records for time studies for Haaland and Hospital.

VIII. JOB RESPONSIBILITY: Responsible for assisting the Comptroller in internal and external reporting requirements including the budget process, year end audit, and cost reporting processes.

STANDARDS:

1. Assist as needed in completion of various schedules required for cost reporting and year-end audit
2. Assist as needed in the annual budget process.
3. Assist in process of accumulating data, preparing, and submitting Form 1099 Misc. to the appropriate recipients.
4. Maintain shared spreadsheet reflecting CMU's for providers.
5. Assist as needed in performing other duties as assigned for internal and external reporting purposes.

IX. JOB RESPONSIBILITY: Assisting in maintaining a complete and systematic set of records for the Haaland Estates.

STANDARDS:

1. Responsible for weekly deposits for the Haaland Estates.
2. Responsible for miscellaneous cash receipt postings.

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____ Dated _____

REVISED/REVIEWED: _____ (Use Only One & Include Date)

NOTE – Update Annually in Network Folder and with Employee. Best to complete employee's during annual evaluation and forward to Human Resources for filing.

03/08/18 revised