

# Arlington Physical Therapy

## Technician Job Description

**Our vision:** *Arlington Physical Therapy, LLC, is committed to acting with integrity, honoring the dignity and rights of all individuals and organizations, and providing excellent physical therapy services with Christian principles.*

**Please review the following guidelines to help you have a successful employment period.**

### **Attendance**

Attendance is mandatory as specified on weekly schedule. If you will not be able to work on the scheduled day please contact the office at 317-7054.

### **Dress Code**

Professional attire at all times-ex: dress pants and shirt, tennis shoes are acceptable. No flip-flops. Friday is a jeans day.

### **HIPPA LAWS**

All staff and PRN Physical Therapists, Physical Therapist Assistant, and Certified Athletic Trainers will not disclose any information (injury, rehabilitation, etc) to outside parties without written permission from parent or legal guardian of the patient. Patient privacy is taken very seriously and will not be jeopardized. No pictures of any kind will be taken of any client.

Failure to comply with these HIPPA standards will result in termination.

### **Cell Phone Usage**

Cell phones should be stored and not used during work hours. If an emergency call must be taken please use the break room.

### **Job Responsibility Hours will be divided between clinic and office duties**

1. Tell Providers that their appointment has arrived. Receive instruction on whether to bring the patient back or not.
2. Greet Patients with a smile and by name if possible
3. **1st task:** Manage Linens- Check soiled linens/replace all pillowcases-run load, dry load, fold and replace under table
4. **2<sup>nd</sup> task:** Assist Physical Therapist and Physical Therapy Assistant as needed
5. **3<sup>rd</sup> task:** Clean tables and remove any towels after each patient completes therapy
6. **4<sup>th</sup> task:** Clean equipment as needed per instruction from PT and PTA
7. **5<sup>th</sup> task:** Front office duties - Answering phones, taking money, making appointments, calling insurance companies and patients with appointment reminders. Able to register patients.
8. Be able to apply hot/cold to patient's area of injury as specified by PT and PTA
9. Be able to use electrical stimulation machine and H-Wave as needed per PT and PTA instructions
10. Be able to prepare and use Gameready machine and Low Level Laser as per PT and PTA instructions
11. Organize and keep Home Exercise folders organized and full.
12. File current patient stem packets and pull patient stem packs for next day appointments
13. Clean Bathrooms 3 x week minimum, Vacuum clinic 2 x week minimum, dusting, and cobwebs
14. Assist Office Manager as needed.
15. Keep busy with the above activities at all times. Keep patient flow moving.

**Work Hours**

Must be able to work 30-40 hours a week until 6:30, 4 days a week.

Training next 2 weeks

1. Work with Office Manager to learn how to answer the phones-be able to place patient on hold and find out necessary answers. Strive to meet patient’s needs to schedule. Avoid telling patient we are too booked. We don’t want them to think we are too busy to take them. Just get with Matt or Christy and see what we can do.
2. Taking new patient information-entering information, scheduling, verifying insurance, prepare paperwork with: functional assessment, intake form, appt reminders.
3. Knowledgeable of Medicare requirements: visits, verifying, medication verification.
3. Close out the day-drawer and quick books and Clinicient.
4. Take payments in Clinicient and quickbooks, log the payments in both areas
5. Prepare for next day-reports, pull necessary patient leads and Initial Evaluation information.
6. Know the time slots for IE (50 minutes), Medicare patients 40 minutes, all others 30 minutes for regular visit unless specified.
7. The job requirements are not limited to the above listed duties.

I have read and understand the duties and expectations as listed above for my employment with Arlington Physical Therapy. I understand failure to comply with any of the rules/regulations will result in immediate termination of our agreement.

\_\_\_\_\_  
Sign and Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Supervisor

\_\_\_\_\_  
Date

**Contact Melissa Mescher  
apt@arlington-physicaltherapy.com  
901-317-7054**