

Task List
ADMINISTRATIVE SERVICES
Business Office

Student _____ Department _____

The student will read and study departmental policy and procedure manuals for **ADMINISTRATIVE SERVICES**.

The student will either observe or aid in the performance of the following activities.

Activities

1. Admitting a patient
 - A. Obtaining general information from a patient on admission
 - B. Assigning room
 - C. Preparing identification cards
2. Discharging a patient
3. Using computers to admit and discharge patients, and keep records
4. Computing total patient charges for services throughout the clinic
5. Completing applications for insurance/Medicare payments
6. Preparing payroll records and checks
7. Other

Observed	Aided	Date

Facility Supervisor Signature _____

Student Signature _____