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# Example of Care Tech Job Description

Our company is growing rapidly and is hiring for a care tech. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for care tech

* Makes entries into Disclosure Trac system to comply with HIPPA regulations, for all information released to reporting agencies
* Assists in precepting of new Emergency Department employees
* Assists administrative residents with follow-up including sending letters and faxes to physicians and outside agencies and other health care facilities
* Reports to supervisor any unsafe activities, conditions, hazards, or safety violations that may cause injury to oneself, other employees, patients and/or visitors
* Transcribes Physician's Orders under the supervision of a registered nurse reviews all orders and call to the attention of the registered nurse all stat orders or illegible writing
* Prepares the medical record for transfer, admission, or Medical Examiners cases

## Qualifications for care tech

* Evidence of CPR course completion
* Current CA CNA certification and Phlebotomy certification issued by the State of CA required
* Knowledge of Care Advance, FACETS, and BCBST mainframe systems preferred
* Type 45 wpm (test will be given)
* CNA Training Program Preferred
* One plus year in a healthcare setting, preferred