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# Example of Support Assoc Job Description

Our company is searching for experienced candidates for the position of support assoc. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for support assoc

* Completes daily reconciliation of all patients
* Enters orders into the computer system
* Attaches vouchers to lab specimens and arranges transport to lab, as required
* Arranges all inter-divisional and intra-divisional transfers and homebound ambulance discharges
* Performs final chart review, incorporates loose sheets and ensures entire chart assembly is completed upon patient discharge
* Copies charts of all patient expirations, needle stick exposures, transfers, Level I traumas, STEMI Codes and Stroke Codes
* Notifies Bed Management of expirations and ensures required information reaches them within appropriate timeframe
* Prepares and generates death certificates, as required
* Posts resident house staff and attending specialty schedules
* Performs routine clerical tasks

## Qualifications for support assoc

* Contacts personnel using beeper system, department telephone system and spectra link telephones
* Maintains updated list of Administrators, Attending Doctors, Medical and Surgical Staff, and Legal, by maintaining extensions and telephone numbers
* Provides Emergency Department directory assistance to Physicians and others
* Maintains all appropriate logs including, but not limited to, Transfer Log, Rapid Follow-Up Log, Diversion
* Maintains appropriate related inventory par levels for department
* Reports all equipment needing repair and initiates work orders