



DIVISION SCOPE OF SERVICE

Division: CENTRAL WEST TEXAS
Classification: SLEEP STUDY COORDINATOR
Applicant Name:

<p>Sleep Study Coordinator: The Sleep Study Coordinator must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p>Definition of Care or Service: The Sleep Study Coordinator assists in the delivery of sleep study services by performing specialized and/or routine clerical and administrative tasks and serves as a member of the team by assisting the department director and staff. Scope of Service may include:</p> <ul style="list-style-type: none"> • Greets and checks in patient for sleep study • Answers general questions regarding patient’s appointment • Assists patients with paperwork and collection of documentation • Maintains patients files and account information • Prepares patient room with sleep study supplies prior to patient’s arrival • Cleans patient rooms and equipment post sleep study • Demonstrates Clinical and Service excellence behaviors to include HCA Healthcare code of conduct core fundamentals in daily interactions with patients, families, co-workers and physicians
<p>Setting(s):</p> <ul style="list-style-type: none"> • Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices • Sleep Department
<p>Supervision:</p> <ul style="list-style-type: none"> • Indirect supervision by department director, site manager or designee
<p>Evaluator: Department director or designee</p>
<p>Tier Level: 2</p>
<p>eSAF Access Required: NO</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School diploma /GED or higher • American Heart Association or Red Cross health care provider BLS Certification <p style="color: red; font-weight: bold;">NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p>State Requirements:</p> <ul style="list-style-type: none"> • N/A
<p>Experience:</p> <ul style="list-style-type: none"> • N/A
<p>Preferred Experience:</p> <ul style="list-style-type: none"> • One year experience in a medical office setting or hospital preferred
<p>Competencies: The Sleep Study Coordinator will demonstrate:</p>



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- Safe and effective operation of all office and job specific equipment
 - Consistently obtains quality product
 - Maintains equipment in good working order
 - Demonstrates effective infection control practices related to equipment operation
- Accurate patient information review and evaluation
 - Uses at least two ways to identify patients when required
 - Verifies that the requested procedure correlates with the patient’s physician order
 - Accesses the patient medical record appropriately
 - Documents in the medical record according to the facility standard / policy
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE) when required
 - Required immunizations per Division requirements
 - Complies with Isolation precautions

References:

- N/A

Document Control:

- Created 3/15/2022

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____