



5. Perform data entry tasks including but not limited to completing Staff Activity Logs (SALs) for psychiatric staff, checking, auditing, and re-keying SALs, entering data for and assembling charts for outreach components, completing contract billing, answering and redirecting incoming calls, assisting clinical staff, providing coverage for other support staff, and other associated secretarial duties.
  
6. Perform client registration duties including but not limited to answering incoming calls for six (6) county area, assigning client numbers, completing computerized client register, routing calls to emergency services as needed, verifying client insurance, obtaining service authorizations, assigning clients to clinicians, scheduling first appointments, scheduling for special programs, maintaining work activity logs, and other associated duties.

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_