

# SECTION ONE

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\*Requires state or organization-specific information.

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\*Requires state or organization-specific information.

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\*Requires state or organization-specific information.

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\*Requires state or organization-specific information.



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\*Requires state or organization-specific information.

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\*Requires state or organization-specific information.

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\*Requires state or organization-specific information.

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\*Requires state or organization-specific information.

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**SECTION ONE**  
*Personnel Administration*

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### **JOB TITLES/POSITIONS**

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[Finance Director](#)

[Controller](#)

[Human Resources Director](#)

[Information Systems Director](#)

[Marketing/Community Relations Director](#)

[Clinical Director](#)

[Clinical Records Manager](#)

[Clinical Supervisor](#)

[Managed Care Coordinator](#)

[Referral/Intake Supervisor](#)

[Performance Improvement Coordinator](#)

[Home Care Coordinator](#)

[Home Health Nurse Practitioner](#)

[Infusion Therapy Nurse Coordinator](#)

[OASIS Review Nurse](#)

[Registered Nurse](#)

    Addendum A: [Performance Evaluation for the Registered Nurse \(Template\)](#)

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## SECTION TWO

### *Job Descriptions*

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#### Rehabilitation Supervisor

#### Physical Therapist

#### Physical Therapy Assistant

#### Speech–Language Pathologist

#### Occupational Therapist

#### Certified Occupational Therapy Assistant

#### Social Services Supervisor

#### Medical Social Worker

#### Registered Dietician

#### Secretary/Receptionist

#### Billing Manager

#### Accounting Clerk

#### Data Entry/Computer Operator

#### Billing/Collections Clerk

#### Filing/Data Processing Clerk

#### Office Manager

#### Payroll and Benefits Coordinator

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