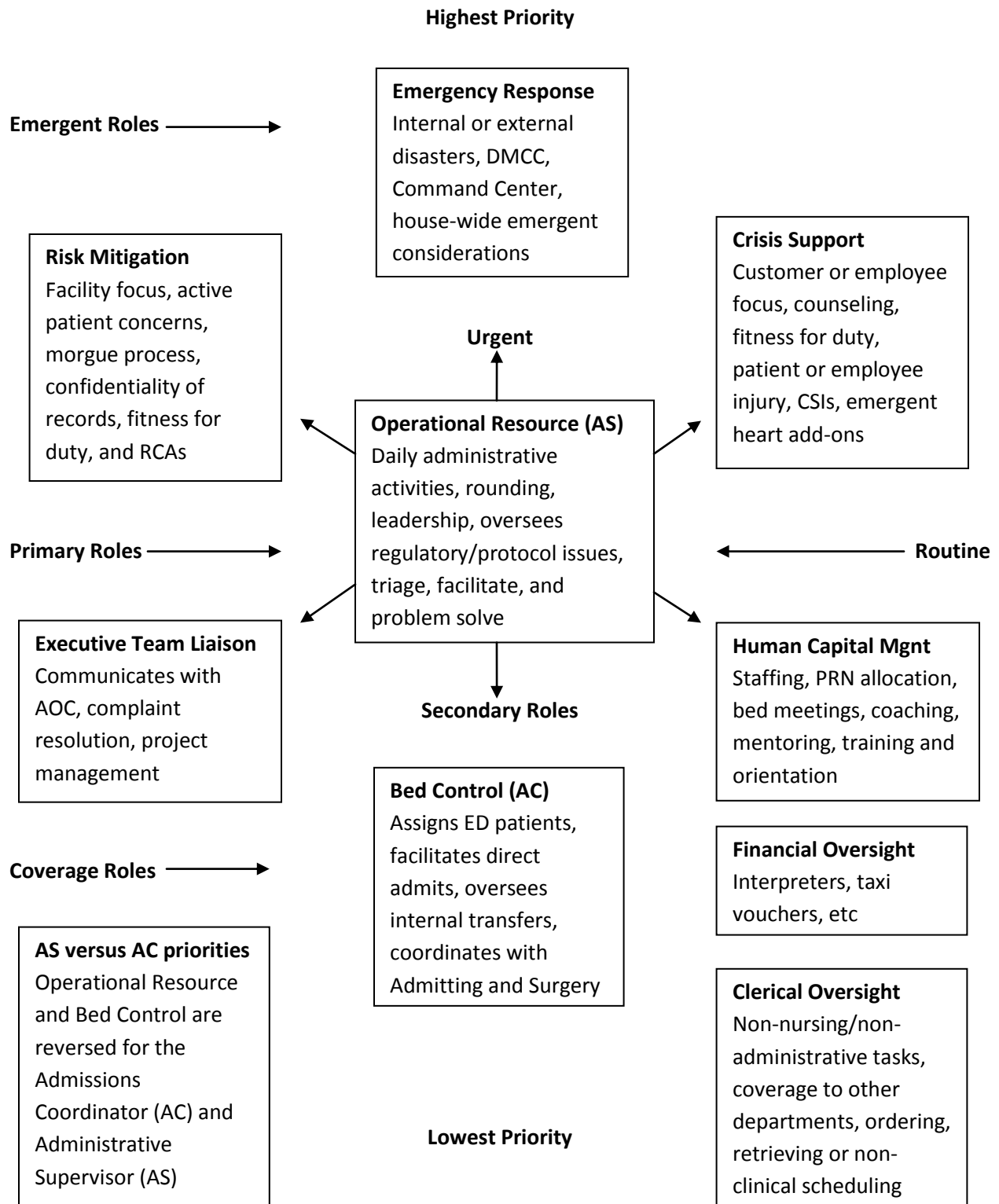


# Administrative Supervisor and Admissions Coordinator

## Tiered Priority for Triage of Multiple Events



**Emergency Response**  
Internal or external disasters, DMCC, Command Center, house-wide emergent considerations

**Crisis Support**  
Customer or employee focus, counseling, fitness for duty, patient or employee injury, CSIs, emergent heart add-ons

**Operational Resource (AS)**  
Daily administrative activities, rounding, leadership, oversees regulatory/protocol issues, triage, facilitate, and problem solve

**Risk Mitigation**  
Facility focus, active patient concerns, morgue process, confidentiality of records, fitness for duty, and RCAs

**Executive Team Liaison**  
Communicates with AOC, complaint resolution, project management

**Human Capital Mgmt**  
Staffing, PRN allocation, bed meetings, coaching, mentoring, training and orientation

**Bed Control (AC)**  
Assigns ED patients, facilitates direct admits, oversees internal transfers, coordinates with Admitting and Surgery

**Financial Oversight**  
Interpreters, taxi vouchers, etc

**Clerical Oversight**  
Non-nursing/non-administrative tasks, coverage to other departments, ordering, retrieving or non-clinical scheduling