

Physical Therapy Aide Job Description

Duties and Responsibilities:

- Greet and assist patients to the treatment area as instructed by the physical therapist or the therapist assistant
- Ensure the treatment room is well cleaned and prepared for each patient (taking into consideration his/her special needs)
- Study equipment cleaning logs and ensure therapeutic equipment are cleaned appropriately
- Carry out daily cleaning activities of facilities, including vacuum floors, dusting of equipment, cleaning of treatment chairs and mats, and emptying trash cans
- Wash, fold, and store linens appropriately for proper maintenance
- Stock treatment carts and refill containers to ensure regular therapeutic supplies
- Answer telephone calls and when necessary direct calls to the right person
- Responsible for handling patient scheduling/appointment when the patient care representative is absent
- Maintain accurate and current information in patient billing and file system by obtaining patient insurance and billing information
- Responsible for preparing reports/forms and conducting collection/billing activities, such as data, when the patient customer service representative is not available
- Carry out general clerical duties that may be necessary in the absence of the patient customer service representative, including transcription and copying of evaluations, filing, physician letters, discharge summaries, progress notes, and other similar correspondence
- Ensure prompt service delivery within facility by effectively coordinating patient appointments and charts.

Physical Therapy Aide Requirements – Skills, Knowledge, and Abilities

- Strong oral communication skills, including telephoning, and interpersonal skills
- Strong ability to prioritize tasks to ensure steady patient flow, as well as strong organizational skills
- Ability to effectively work with physically challenged individuals
- Profound customer service skills to ensure patients/visitors to facility receive great experience
- Strong ability to apply copiers, faxes, and other relevant office equipment
- Possess high school diploma or its equivalent
- Technique and previous experience handling patients and/or therapeutic equipment at a physical therapy clinic or hospital.