

ED Greeter Responsibilities

1. Greet patients and visitors using expected behaviors as described in Job Description.
2. Enter ED patient data to begin visit utilizing the Meditech ED module.
3. Communicate consistently with Triage and the Charge RN throughout the shift.

Alert them **immediately** if a patient presents with:

- * Chest pain
- * SOB
- * Stroke-like symptoms
- * Altered mental status
- * Psych emergencies (or any threatening presentations)
- * Any other situation out of the norm

Alert them **quickly** for the following situations:

- * Severe pain
 - * Patients/families who were requesting updated wait times
 - * Patients/families who wanted to LWBS
4. Waiting room ambassador: Duties include keeping waiting room tidy, alerting housekeeping if necessary, keeping coffee available, supplying children with coloring books/ crayons and getting visitors comfort items as needed.