



Employers'
LINK-JOB DESCRIPTION
For Temporary Light Duty Work

WA Department of Labor and Industries
 Review of Job Analysis and Job Description
 Physician Billing Codes:
 1038M-Limit one per day
 1028M-Each additional review,
 up to five per worker per day

SWS Code: DE

Worker:		Claim #:	
Company:		Job Title:	Data Entry Clerk
Phone #:	Hours per day:	Days per week:	
Employer Name (please print):		Title:	
Employer Signature:		Date:	

Essential Job Duties:

1. Enter number, varieties and location of starts planted into employer's software
2. Enter maintenance logs from the mechanic's time cards using Excel
3. Communicate with office manager, safety manager and purchasing agent to continually update data that needs to be entered

Machinery, tools, equipment and personal protective equipment

Clip board or notebook, pen, computer, mouse

FREQUENCY DEFINITIONS

N: Never (not at all) 0 minutes	S: Seldom (1%-10% of the time) up to 48 min.	O: Occasional (11%-33% of the time) 49 min. to 2 hrs., 25 min.	F: Frequent (34%-66% of the time) 2 hrs., 26 min. to 5 hrs., 35 min	C: Constant (67%-100% of the time) more than 5 hrs., 36 min.
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PHYSICAL DEMANDS	FREQUENCY					DESCRIPTION OF TASKS
	N	S	O	F	C	
Sitting					X	While working at the computer entering data
Standing		X				At printer.
Walking	X		X			Around the nursery to each department to see what each supervisor needs entered, or communicate via email and phone if worker cannot walk.
Climbing Ladders / Stairs (circle one)	X					Not present
Twisting at the Waist	X					Not necessary
Bending / Stooping		X				May bend or squat at worker's discretion to reach something on a lower shelf or drawer.
Squatting / Kneeling		X				
Crawling	X					Not present
Reaching Out Both				X		Keyboarding, retrieving or placing supplies from/on shelves
Working above shoulder Either		X				May occur for items stored overhead.
Handling / Grasping Either				X		Computer mouse, labels
Fine Manipulation Either				X		Keyboarding, writing
Keyboarding Both				X		Entering label data in computer
Wrist (flexion/extension) Both				X		May occur during keyboarding.
Repetitive Motion Both				X		Keyboarding and using computer mouse
Vibratory Tasks	X					Not present
Foot Controls / Driving	X					Not present
Talking / Hearing / Seeing			X			To communicate with dept. supervisors about their needs and safety/office manager and instructor for computer skills.
Lifting / Pushing						
<i>Example</i>						
		Never	Seldom	Occasional	Frequent	Constant
		<u>50</u> lbs.	<u>20</u> lbs.	<u>10</u> lbs.	<u>0</u> lbs.	<u>0</u> lbs.
Lift Either hand		___ lbs.	___ lbs.	___ lbs.	<u>2</u> lbs.	___ lbs.
Carry DISTANCE 100 FT Either hand		___ lbs.	___ lbs.	<u>2</u> lbs.	___ lbs.	___ lbs.
Push / Pull Either hand		___ lbs.	<u>1</u> lbs.	___ lbs.	___ lbs.	___ lbs.

Worker:

Claim No:

Data Entry Clerk

Tools:

Computer and software for data entry, if needed, to create job.

Training:

Computer training for basic computer operating system, proprietary software may need to be on the job training, and enough Microsoft Excel to do this job.

Job Description Presented by:

Signature:

Chandra Caine

Date:

5/22/2015

Name (Please print):

Chandra Pat Caine, MS, CDMS

Title

Vocational Rehabilitation Counselor WA # 11099

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval:

Yes No

Hours per day:

Days per week:

Effective date:

If no, please provide objective medical documentation to support your decision.

Additional Modifications Required by Provider:

Provider Signature

Provider Name (Please print)

Date