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# Example of Admission Job Description

Our innovative and growing company is looking to fill the role of admission. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admission

* Verification of all insurances on line and by phone
* Proficiently conducts the admission process with patients and/or families
* Enters and deletes admission and discharge information into the computer system
* Distributes mail to the appropriate mail box
* Greets the public when they arrive at the hospital and directs them to the appropriate staff and/or department
* Answers the switchboard in a highly professional manner
* Documents in the patient's record that they have been supplied with Patient Rights Booklet and Advance Directive information
* Experience verifying insurance required
* 1 - 3 years of experience working in an admissions or related department required
* Phone/switchboard and typing/computer skills required

## Qualifications for admission

* Bachelor's degree in nursing or a related allied health discipline or equivalent combination of education and experience is required
* Assure the maximum support to the International Field Recruitment Network (EC Agents) within the assigned geographical territory, in order to increase awareness/knowledge about all NABA and DOMUS courses, Institutions and their services
* Coordinate and implement the International Enrollment plan related to the assigned geographical territory and in accordance with allocated resources/budget and expected results/individual targets and in compliance with internal procedures
* Liaise with agents and students to maximize conversion rate and assure business growth in the assigned geographic territory (including educational agents, schools and government agencies, press and media, and other relevant representatives on the field operating in Art, Architecture & Design sector)
* Identify institutions with potentiality to supply students into NABA and Domus Academy courses (partnerships and opportunities in country including pathway, study abroad and double degree/joint degree program)
* Four to six years of admissions (or related) experience