Downloaded from <https://www.velvetjobs.com/job-descriptions/admitting-clerk>

# Example of Admitting Clerk Job Description

Our innovative and growing company is looking to fill the role of admitting clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for admitting clerk

* Receives and routes any front desk deliveries
* Greets patients and provides necessary paperwork for completion
* Notifies appropriate nursing staff that patient is present after patient has completed paperwork
* Keeps track of patient’s family, patient’s driver
* Ensures that pharmaceutical/equipment/supply representatives have logged in and have appropriate badges
* Prints out all labels, forms, , for patient charts and assembles charts before appointment
* Handles logging of clinical data into the facility PAS software, scans medical records into electronic records storage software
* Handles the printing of operative reports and getting physician signatures
* Works with the Clinical team to print and scan pathology reports into the electronic records software
* Any additional tasks as assigned by the BOM

## Qualifications for admitting clerk

* Flexibile schedule
* Ability to cross-train to cover other business office positions during vacations, time-off
* 2 years experience as an admitting clerk
* Strongly prefer at least one (1) year of office, computer, and data entry experience
* Must be able to communicate & comprehend accurately & effectively in English through written & verbal correspondence
* Must have high integrity and ability to maintain confidential information