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# Example of Admitting Clerk Job Description

Our 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

* Scheduling appointments/handling cancellations
* Handling phones and customer service
* Refer patients to financial counselors to speak about their co-pays, deductibles
* Duties include interviewing patients, preparing standard registration forms, and performing other admission or transfer related tasks
* Typically reports to a supervisor and/or manager
* Answers all incoming calls to the facility
* Greet patients and visitors to the facility
* Register patients for surgery by check in process
* Schedules utilizing EPIC Information software
* Contacts scheduled patients with arrival time and instructions

## Qualifications for admitting clerk

* Must maintain a pleasant & professional demeanor under pressure, with multiple duties, emotional situations, and constant interruptions in a fast-paced environment
* Must be able to work with a moderate level of noise
* Must be able to work a flexible schedule, if needed
* Capable of working independently, using good judgment in completing work assignments, self-directed
* Extremely organized and functionally efficient
* Demonstrated ability to preserve patient dignity, privacy and to maintain confidentiality