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# Example of Admitting Clerk Job Description

Our growing company is searching for experienced candidates for the position of admitting clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admitting clerk

* Statistical report printing and distribution
* Admission/Intake
* Performs other duties of Patient Clerks as assigned
* Assisting with typing patient information and data entry
* Assisting with cashiering / taking and processing co-pays
* Greet and admit patients and visitors as they arrive at the center
* Assemble medical records after surgery and input data into computer from medical records
* Process and distribute daily mail
* Work with full time receptionist to prioritize and complete all required duties according to deadlines
* Develops and monitors processes and work flow to ensure that patient and organizational compliance and financial integrity is maintained

## Qualifications for admitting clerk

* Having firm knowledge of all health insurance Payer plans will be vital in this role
* 2+ years in Medical Office setting
* Ability to manage own tiem and schedule own tasks
* If MHLB and/or own vehicle used on association business must possess valid California Driver's License and upon request provide proof of liability insurance
* At least 1 year of medical office experience (specifically in a hospital setting)
* Knowledge of EMR systems and verifying insurances