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# Example of Admitting Representative Job Description

Our innovative and growing company is hiring for an admitting representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admitting representative

* Prepare admitting and discharge records and route them to appropriate departments
* Explain various admission forms and policies, obtain signatures, hold discussions on financial responsibility and receive payments
* Performs a variety of routine tasks related to general revenue cycle operations
* Assists with information gathering and retrieval using in-person, telephone, and computer based methods
* Verifies information for accuracy including patient demographic, insurance benefits, payor coverages and related information etc
* May perform tasks via a work queue
* Performs tasks in accordance with established work standards for department
* May update and maintain patient/provider/payor information both manually and electronically
* May conduct patient/visitor transactions such as cashiering, customer service, front desk, etc
* Other duties as assigned, after trained

## Qualifications for admitting representative

* Must be able to multi-task, be a good team player and work independently
* 1 or more years in health related call taking service/center preferred
* Demonstrable specialty customer service and/or call taking/telephone training (certificates of attendance
* Previous experience using computer systems
* Knowledge of patient billing claims process
* Minimum typing/keyboard skills of 35 words per minute is required