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# Example of Admitting Representative Job Description

Our innovative and growing company is looking for an admitting representative. 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 representative

* Registers patients accurately, completely, & thoroughly
* Must successfully complete star registration course and have the ability to register in a high volume fast paced department
* Consistently uses all appropriate forms for each registration area & registration type
* Uses good judgment & initiative, communicates effectively, & adapts to variations in workloads, assignments, & inter-personal situations as needed
* Pre-register walk-in patients by personal interview for pre-scheduled exams that would include medical/surgical services
* Perform patient check-in, in a timely manner
* Screen all pre-registered registrations for complete information and adherence to third party payor requirements
* Order scheduled exams for each patient accurately and in a timely manner
* Use proper telephone etiquette in accordance with established procedures
* Perform a high level of customer service in accordance with established procedures

## Qualifications for admitting representative

* 2+ years of experience in hospital admitting setting is preferred
* Minimum typing/keyboard skills of 35 words per minute
* Must be able to work all shifts, all days
* Must be able to work flexible shift
* For current employees, must not have any disciplinary counseling's in the last 6 months
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