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# Example of Patient Registration Job Description

Our growing company is searching for experienced candidates for the position of patient registration. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for patient registration

* Assisting with performance evaluations
* Cross covering at the front desk as needed
* Oversight at satellite office in White Marsh
* Provides instructions to patients and directs patients through appropriate services, maintaining clinic flow
* Audits encounter data entry and all documents for accuracy at check-out
* Maintains training manuals with up-to-date policies and procedures and task specific competency documentation
* Activates 9-1-1 for emergency response and participates in site emergency drills
* May float to other clinics within the service line
* Greeting and intake of patients
* Updating medical record information

## Qualifications for patient registration

* Successful completion of a Windows operating system training course preferred
* Previous experience in a hospital or medical office setting preferred
* Proficiency in Microsoft Office products such as Excel, Word, PowerPoint, and Outlook
* High school graduate with course work in business subjects
* Minimum one year work experience in office environment, preferably in a healthcare setting
* A demonstrated ability to use PC based office productivity tools