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# Example of Patient Registration Job Description

Our innovative and growing company is looking to fill the role of patient registration. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for patient registration

* Other front office duties as directed
* Utilizes strong customer service skills and promotes philosophy of patient centered care to meet the needs of all visitors/guests
* Welcomes visitors, provides non-clinical information, takes messages, collects co-pays, enters and verifies health insurance information and oversees the clinic lobby/patient waiting area
* Arranges any accommodation or interpreter services needed for the patient visit
* Prioritizes between these functions on an ongoing basis to maximize efficiencies of clinic schedules and reduce patient waiting times
* This position may be required to float to other departments at the discretion of the manager based on clinic needs
* Greeting patients and visitors, in person or on the telephone in a high volume environment
* Answering telephone calls in a detail oriented and effective manner within minimum rings
* Verify all patient information and insurance details
* Page medical employees as needed

## Qualifications for patient registration

* At least one year of registration experience is preferred
* Effective interpersonal and communication skills in order to acquire needed information and maintain cooperative working relationships with physicians, staff, and patients, required
* One (1) year of experience in an office administrative, customer service, or medical office support position, preferred
* May exercise independent judgment and decision making based on Hospital wide needs
* Maintains all required records for the department
* Conducts annual Performance reviews for designated personnel