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# Example of Patient Registration Job Description

Our company is growing rapidly and is hiring for a patient registration. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for patient registration

* Accurately pre-registers patients into the electronic medical record
* Performs timely and accurate pre-registration
* Accesses insurance verification programs such as One Health Port, Passport, Availity, Confirms insurance information to confirm eligibility and coordination of benefits
* Answer phone calls, take accurate messages, refer calls to appropriate staff, and provide requested information
* Warmly greet visitors and respond to questions
* Determine the urgency of patient needs and arrange for appropriate assistance if needed
* Assist in transporting patients by wheelchair when necessary
* Access registration Patient Work queue to resolve issues prior to patient arrival
* Register new patients during appointment scheduling
* Schedule patient appointments per provider guidelines timely and accurately

## Qualifications for patient registration

* In the absence of Manager and Director, may discipline staff member if required
* Experience working within multiple screens
* Working knowledge of hospital based information systems including insurance verification, electronic scheduling and electronic medical record
* Must have a high degree of customer service skills in order to communicate effectively with patients, visitors, physicians and care teams
* Must demonstrate problem-solving abilities and high attention to detail
* Must be able to stand, walk, sit and move freely for extended periods of time