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# Example of Patient Representative Job Description

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

## Responsibilities for patient representative

* Processes walk-ins, creates new patient charts, accesses systems for orders
* Issues school/work excuses, sends out no show letters, and takes patient photos
* Responsible for recording daily and monthly statistics and communication of any medical records issues
* Responsible for reconciliation/management change fund and reconciliation of daily deposit and batch dollars and must complete deposit agreement
* Explains and obtains signatures on the HIPAA Privacy Notice, as appropriate
* Calculates the patient’s financial responsibility for co-pays and self-pay amounts and collects at time of service
* Places orders in EPIC, if applicable
* Schedules Pre-admission testing prior to surgery, if applicable
* Obtains script and orders required for testing, if applicable
* Obtains script and orders required for testing, if appilcable

## Qualifications for patient representative

* Ability to perform repetitive reviews and/or work tasks to a high level of accuracy
* Consistent punctuality and attendance is required
* Exceptional follow-through and job execution
* Minimum 1 year of experience with authorizations/re-authorizations required
* Advanced computer operating knowledge required
* Advance secretarial courses preferred