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# Example of Patient Service Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of patient service coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for patient service coordinator

* Maintains appropriate level of office supplies and medical forms
* Track and close encounters in EPIC
* When needed, verify and enter registration and insurance information into EPIC
* When needed, schedule clients in Epic
* Fills vacancies due to cancellations
* Maintains familiarity with various types of medical insurance accepted in the clinic to be able to identify if patients may be scheduled in the clinic or must be referred to another provider
* Visits either within the department or between several departments
* Reviews patient charges and extracts chargeable items
* Collects time of service payments, issues receipts, and prepares cash settlement records
* Assigns diagnostic and procedure codes to charge vouchers for computer input

## Qualifications for patient service coordinator

* Refers patient to appropriate office and ensures application for funds has been made
* Prepares patient's statement of charges and reviews with patient
* Schedule appointments and follow ups
* Verify eligibilities and benefits
* Manage patient registration process and patient portal
* Assist clinical staff as needed