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# Example of Patient Service Coordinator Job Description

Our company is hiring for a patient service coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for patient service coordinator

* Send medical questionnaire forms to patients to obtain missing information
* Verify and enter pre-registration and insurance information into the computer system and prepare daily printed schedules for designated areas
* Obtain and/or verify patient's demographic data by phone or in person
* Confirm appointments by telephone and/or mail
* Inform patients of costs of care and guide them to appropriate resources for further information, guidance, or assistance
* Answer phones and provide routine information to callers
* Assists with maintaining supply inventory
* Attends all scheduled meetings including, but not limited to regular staff meetings and training classes for safety, infection control, OSHA, CPR, and others as required
* Coordinates billing procedures (including the input of charges) and collects payment for fee-forservice/ commercial insurance patients
* Identifies obvious emergencies and alerts appropriate staff

## Qualifications for patient service coordinator

* Prepares, updates, and copies forms, reports, and records on a routine basis
* Provides outreach for missed appointments
* Receives patients and determines the reason for visiting the primary care health center
* Receives telephone calls, provides telephone triage and disseminates messages in a timely and appropriate manner
* Serves as the primary backup for the Health Information Assistant (if applicable) or is the principal resource for daily medical records activities
* Sorts and distributes departmental mail and correspondence