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# Example of Patient Services Associate Job Description

Our company is growing rapidly and is looking for a patient services associate. 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 services associate

* Assist patients with payment questions on the phone or in person
* Create and update Excel spreadsheets
* Develop agendas, take and distribute minutes for meeting
* Manage equipment needs and office supplies
* Update resource lists for frequently requested services
* Screen telephone and fax requests
* Route and schedule all new patients in coordination with appropriate New Patient Referral guidelines per faculty and clinic
* Provide daily supervision over the patient services assistants/associates
* Maintain adequate clerical coverage for check-in and check-out
* Accurately image or file all daily paperwork in active patient charts

## Qualifications for patient services associate

* 2+ years recent experience in a related position in a medical office experience preferred
* 0-2 years's of experience
* High School diploma or an equivalent
* Work with Radiology Fellows, Residents and staff to coordinate exams
* Minimum two years progressive experience in a physician support setting
* Ensure accurate patient demographic and insurance information