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# Example of Patient Services Associate Job Description

Our growing company is hiring 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

* Works efficiently in inbaskets and work queues in MiChart
* Must be able to accurately and efficiently identify and schedule patients using MiChart
* Greet and check-in each patient for procedure
* Navigate the electronic medical record, maintain business work queue as it relates to your duties, and Inbasket management
* Verify and update patient information when necessary
* Respond to inquiries concerning patient paperwork
* Work directly with and provide backup support for the Patient Services Associate within the department's Administrative area
* Participate in creating an efficient work flow process in coordination with team members
* Provide basic back up support for the department's administrative assistants (ie
* Interact with staff and providers in a spirit of customer service, cooperation and teamwork

## Qualifications for patient services associate

* Previous experience with obtain insurance authorizations
* Knowledge of basic medical intormation
* High school diploma/GED plus one (1) year of patient care and/or clerical experience in a health care setting
* Maintain proper attendance
* Dress appropriately and within department guidelines
* Ability to organize time in order to manage daily responsibilities in highly specialized department