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# Example of Patient Services Job Description

Our innovative and growing company is looking for a patient services. 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 services

* Works closely with physicians/APP’s on adherence to BMT and Leukemia scheduling procedure
* According to established policies and procedures, prepare all payments received from collection agencies for payment posting
* Create and follow ticklers on research issues
* Other duties not otherwise assigned
* Schedule new and return patient visits determining appropriate clinic provider based on specific standards
* Greet and direct patients for appointments, tests, referrals and information
* Schedule basic patient appointments, tests and procedures using the internal software
* Gather documents and verifies patient demographic, financial and insurance information
* Scan copies of insurance cards, photo ID, etc
* Collect payment due at time of appointment payments for unpaid balances, prepares receipts for all monies collected, and provides copies for reception area, billing office and the patient

## Qualifications for patient services

* Bachelor's or Associate's degree in the medical field and/or two (2) years experience in a health care setting
* Ability to follow Radiology Gold Standard Customer Service guidelines consistently
* Experience in ophthalmology preferred
* Knowledge of MiChart or MiDent
* At least eighteen (18) months front medical office receptionist experience with insurance forms and scheduling software required
* Experience facilitating or coordinating a patient's continuum of care, , identifying and recommending appropriate resources available