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# Example of Registration Clerk Job Description

Our growing company is looking to fill the role of registration clerk. 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 registration clerk

* Perform related duties, as assigned, to ensure the efficient and effective functioning of the work unit
* Assist registrar and attendance clerk when needed
* The Lab Registration Clerk is responsible for ensuring that patients are registered appropriately and efficiently for procedures and tests
* Reviews appropriate specimen logs to confirm completion of work or resolve outstanding tests
* Tracks receipt of verbal orders for tests on outpatients and follows through on obtaining written order
* Correctly requests tests ordered by physicians or designees in the laboratory system
* Assists in special collections and prepares home collection equipment for patients
* Monitors supplies and reorders as needed
* Responds to changes in work schedule as requested/necessary
* Schedules appointments/procedures appropriately and arranges for speciality equipment/services

## Qualifications for registration clerk

* Some college and cashiering related experience
* Minorities, veterans, and individuals with disabilities are encouraged to apply
* Teamwork oriented, and must have initiative
* Greet and see the needs of patients and families
* Collect patient co-pays and deductibles
* Maintain daily receipt journals