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# Example of Registration Representative Job Description

Our company is looking for a registration representative. 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 representative

* Identifies appropriate FSC and insurance company
* Analyzes error/edit messages, identifies probable cause, and makes necessary corrections when required
* Notifies seniors and/or supervisor of system malfunctions
* Notifies senior and/or supervisor of problems arising from erroneous items, codes, or missing information
* Performs billing functions relevant to the Business Services area in a manner that meets or exceeds key performance criteria
* Responsible for having working knowledge of all billing edits
* Maintains thorough and detailed knowledge of insurance and follow up guidelines and regulations of third party payers
* Exhibits an understanding of CPT, HCPCS and ICD-9/ICD-10 coding regulations and guidelines
* Works with manager, to receive feedback on performance and create a personal developmental plan
* May perform special assignments and other related tasks as assigned

## Qualifications for registration representative

* Must be willing and able to instruct others
* You will greet patients and visitors, respond to questions/concerns and direct them to the appropriate location
* Collecting and entering all necessary demographic, clinical, billing and insurance information from patients or responsible parties
* You will explain processes and forms to patients prior to securing signatures and ensures that all documents are properly signed and witnessed as required
* You will determine and accept required payments, including co-pays and deductibles
* Primary Care office experience preferred