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# Example of Registration Representative Job Description

Our company is looking to fill the role of registration representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for registration representative

* Prepare appropriate documentation and correspondence to various in-house department , physicians and their staff, review and reconcile census, assist in other coverage within the department when needed
* May be responsible for bedside registering of all patients presenting to the Emergency Department
* Responsible for the screening and interviewing of patients presenting to the Emergency Department for identification of potential sources of financial assistance including eligibility for Federal/State programs that will assist with payment of medical services
* This may include completion of a financial application and required support documentation, credit scoring, appropriate interaction with eligibility vendor and/or HHSC representative
* High school diploma or general education degree (GED), and three to six months related experience and/or training in medical record management
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* Physician order and physician information (must be forwarded to cashier)
* Obtain signed consents and legal documents, advise patient of expected costs
* Collect payments/make appropriate payment arrangements, review and reconcile census
* Prepare appropriate documentation and correspondence to various in-house departments, physicians and their staff

## Qualifications for registration representative

* Minimum of 1-2 years of data entry experience
* Must have computer skills that include use of Windows and the ability to navigate
* Strong customer service skills both verbal and written
* Good verbal, writing, and computer skills are essential
* Ability to comprehend and follow the policies and procedures
* Ability to read, write and speak or communicate in effectively to successfully accomplish the essential duties of the position