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# Example of Registration Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of registration. 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

* Provide professional and courteous service to all customers
* Maintain clean, well-organized, properly stocked and secure working area
* Maintain complete patient/employer confidentiality at all times per company and HIPAA requirements
* Perform job functions in accordance with current departmental Standards, Polices and Procedures
* Keep supervisor informed when problems may interfere with work being completed on time
* Use initiative to resolve problems with appropriate action and follow through
* Acts as patient relations representative
* Pull charts for as requested, may be from offsite location
* Expert in the interpretation (technical and political) of regulatory requirements
* Provides information/dossier/documentation to the local agent to assemble and formats data/ information to deliver dossiers/packages submissions to regulatory authorities

## Qualifications for registration

* Assists both on and off campus constituents with initial inquiries in person, on the phone and via e-mail
* Experience in database management ideal (Cvent, StarCite)
* Requires collecting co-pays and discussing past due accounts with patients at time of registration
* Hands on experience with HTML, JavaScript and/or CSS a plus
* 1 plus years hands on experience building websites
* 1 plus years of registration management or comparable experience required