



Example of Patient Access Services Job Description

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Our innovative and growing company is searching for experienced candidates for the position of patient access 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 access services

- Ensures the department complies with regulatory standards
- Completes inpatient admissions for patients admitted through the ED timely and accurately
- Manage implementation project plan to schedule service enhancement launches that will meet the needs of business partners, while having minimal impact on day to day operations
- Ability to manage approximately 15% travel, however up to 25% may be required as needed based on project or business needs
- Assists the Director to implement vision of POS collection of outstanding balances for inpatient and outpatient services
- Informs the Patient Access Director of any significant issues in Patient Access areas
- Serves to mentor, manage and guide (direct report managers)
- Supports Director, Patient Access, in overseeing management of Patient Access personnel and departmental operations
- Reviews work flow to support LEAN efforts and support full automation and staff documentation
- Ensure that policies and procedures are followed within Registration and Financial Services areas of Patient Access Services

Qualifications for patient access services

- In-depth understanding of patient access services, and reimbursement/access barriers
- Must obtain cross training in all areas of the Patient Access Department (Admitting, Bed control, Central Check in, Labor and Delivery, Residential Treatment Center and ED) AND be willing to work in all areas
- Referral center experience preferred
- Clinic Front Desk
- Hospital Registration