



Example of Patient Access Job Description

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Our innovative and growing company is searching for experienced candidates for the position of patient access. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for patient access

- Maintain accurate attendance records for employees
- Maintain QA statistics (including patient wait times,) and report results to the Director
- Assist with or performs employee evaluations with input from Director
- Directly oversee the daily activities of the registration areas to ensure department standards are met
- Continually educate all registration staff of any changes pertinent to their roles
- Work closely and professionally with nursing and ancillary departments in an effort to maintain a teamwork approach
- Review daily pre-service log to ensure accounts have been activated
- Update collection system and requests rebill when appropriate
- Assume on-call responsibilities to ensure adequate staffing and problem-solving
- Register all patient types

Qualifications for patient access

- Completes payroll and employee work schedules for the department ensuring adequate coverage, assists in monitoring monthly budget and budget developments
- Supervises all daily activities of the department or section ensuring physicians, patients, nursing units, ancillary departments, finance, insurance

- Addresses differing opinions and conflict openly, honestly and professionally
- Participates in corporate, hospital and departmental committees pertinent to job or as assigned, facilitates as required, performs other duties as assigned
- Schedule and assist with evaluation processes
- Assist Manager to ensure all personnel and department policies and procedures are followed