



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. 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 patient access

- Identifies opportunities to increase operational efficiency and/or effectiveness and establishes approach for addressing same to improve departmental operating procedures ,work flows, supporting tools
- Provide St
- Optimize and standardize current and future processes, develop solutions for any issues necessary and monitor to ensure consistent adherence across all market facilities
- Support annual patient access team member goals that align with business objectives of patient access, market PSLs
- Establish controls and review mechanisms for PAS policies and procedures related to Patient Access
- Serves as the go-to Patient Access Department Contact person in the Emergency Department for the multi-disciplinary staff within the ED
- Works to expedite registration functions according to priorities
- Fulfills a supervisory role to monitor and coordinate staff work efforts to appropriately deploy staff to meet facility needs and to meet established par levels
- Monitor patient throughput and adjust registrar workflow, provides "on the job training" as appropriate
- Prioritizes registration and facilitates work flow to be completed by staff

Qualifications for patient access

- Proven record of market access experience (formulary listing, pricing strategies, scenario planning, HEOR analysis, funding pathway) and Key Account management experience especially in government hospital access would be of great advantage
- Strong stakeholder management skills across all levels, both internally & externally
- Have strong project leadership, management skills and extensive cross-functional collaboration experience
- Two or more years of customer service, volunteering, or other customer facing experiences needed with a Bachelor's Degree
- Four or more years of customer service, volunteering, or other customer facing experience in lieu of a Bachelor's degree
- Aptitude to work in a busy environment with a diverse patient population
- Candidate must be able to type a minimum of 35 words per minute and possess basic computer skills
- Three years of experience in business processes physician office, Patient Financial Services, Patient Accounting, Patient Scheduling or Admitting with a broad healthcare knowledge in all aspects of each task