



Example of Patient Registrar Job Description

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Our growing company is hiring for a patient registrar. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for patient registrar

- Registers all pre-clinical, clinical, Emergency Room, Inpatients, OB and Pre-Admits OB patients by gathering pertinent demographic and insurance information
- Abides by the Health Insurance Portability and Accountability privacy and security regulations regarding all aspects of Protected Health Information (PHI)
- Ensures insurance card, orders and any other forms are copied as needed
- Verify and authorize insurance
- Performs pre-admission functions to include insurance verification and pre-certification activates
- Calculate, collect and process patient responsibility payments
- Answer any questions and explain policies clearly
- This position is under the direct supervision of the Lead Registrar and Patient Access Manager
- Interviews patients and/or families to complete the registration process
- Pre-registers and registers patients for Outpatient, Inpatient, and Emergency Services

Qualifications for patient registrar

- Computer skills - demonstrates proficiency in PC applications as required
- Three years of relevant related experience may be substituted for the hospital and/or emergency department experience

- Obtains pre cert and/or authorizations, performs eligibility verification, requests and receipts payments of services and performs cashiering functions
- Coordinates bed placement of patients with the Nursing staff
- Receives cross training to receive assignments in Outpatient Admissions, Inpatient Admissions, Emergency Room Registrations, and Bed Placement