



Example of Patient Registrar Job Description

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Our innovative and growing company is looking to fill the role of patient registrar. 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 registrar

- Informs patients of insurance coverage co pays or self-pay policy and documents in patient account for front desk staff
- Registers patients for appointments, surgery and admissions
- Reviews and updates patient information
- Maintains current patient information in the in house electronic medical record
- Greet and register patients, collecting complete patient demographics
- Utilize Medicare medical necessity module for appropriate diagnosis codes and procedures
- Offer Patient Rights and Responsibilities information to each patient
- Accurately obtain, input, prepare and distribute all necessary information relative to a patient's registration
- Explain admission forms and obtain signatures
- Coordinate bed assignment with the nursing units or nursing supervisor for all direct admits to ensure an efficient admission process for the patient

Qualifications for patient registrar

- Must have world class customer service skills
- Qualified candidates have at least one year of clerical experience supported by a high school diploma or GED
- Ability to tolerate repetitive hand movements, typing

- Experience with a computer database program preferred