



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

- Helps to identify patients without insurance and works closely with patient financial counselors to help facilitate self-pay services for patients without insurance
- Helps identify if patients in the ER have an out of network insurance and provides this information to ED providers
- Responsible for logging in the patients account notes that a patient has out of network insurance and any attempt to transfer patient to an in-network facility that was denied
- Ensuring necessary signatures are obtained for treatment, verifying insurance and obtaining precertification/authorization
- Verify the accuracy of information on all pre-registered patients upon arrival, and make appropriate corrections to the system as necessary to ensure accurate records
- Previous experience in a medical setting, (Physician Office, Hospital,) (Preferred)
- Protects patient's PHI per Federal and State HIPAA guidelines
- Achieves 95% accuracy rating at conclusion of 90 day probationary period and maintains 95% accuracy on an ongoing basis
- Strives to reach monthly individual and group goals as outlined in the Registration Incentive Plan
- Proficiency in the performance of basic math functions, capability to communicate professionally with an acceptable use of English and spelling at 40 WPM

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- Previous experience in registration, credit/collection or billing, in a healthcare setting is preferred
 - Patient Registrar must have previous experience registering patients for hospital and physician clinic services in a healthcare setting
 - Patient Registrar must have previous experience scheduling patient examination, procedure, and surgery appointments for hospitals and physician clinics
 - Patient Registrar must have previous high volume in person and phone patient customer service in a fast paced environment
 - Patient Registrar must have a strong proficiency with Microsoft Office Suite (Word/Excel/Outlook/Power Point) & electronic medical records (EMR) software
 - Ability to interview people to obtain basic information (including via telephone)