



Example of Patient Registrar Job Description

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Our company is growing rapidly and is looking for a patient registrar. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for patient registrar

- Most work is repetitive and new situations arise frequently which requires good judgment in the application of available policies and procedures
- A high level of mental effort is required for entire shift
- Maintains performance standards appropriate to area by obtaining account benefits or verifying authorizations are in place for all scheduled and/or unscheduled patient accounts under responsibility, meeting time line standards established by Leadership for all patient services
- Meets or exceeds audit accuracy standard goal determined by Patient Access Leadership
- Uses utmost caution that obtained benefits, authorizations, and/or Pre-Certifications are accurate according to the actual test/procedure or registration being performed
- Verifies required financial and demographic information by phone interview in a professional manner, demonstrating a regard for dignity of all patients and family members
- Appropriately collects and/or sets payment arrangements with patients or their representative, scheduling payments on deposits due, which may include screening of patients for enrollment in available credit option programs
- Maintains a close working relationship with clinical partners and/or ancillary departments to ensure continual open communication between clinical, ancillary and Patient Access & Patient Financial Services departments
- Monitors team mailbox and/or e-mail inbox, faxes, and/or phone calls,

Qualifications for patient registrar

- Maintains a current and thorough knowledge of utilizing online and system tools available, working from manual reports during system downtime
- Basic knowledge of Microsoft Office Programs such as Outlook, Word, and Excel
- Capability of communicating professionally and effectively in English, both verbally and in written
- Cross-trained to register patients in any registration area • Work with physician offices and ancillary departments, providing information when necessary or forwarding relevant documents
- Registers patient in a timely manner
- Obtains and documents complete patient demographic, financial, and clinical data in