



# Example of Patient Registrar Job Description

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Our growing company is looking 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

- Obtains and documents complete patient demographic, financial, and clinical data in Meditech
- Ensures that patient handouts are presented and explained at time of registration (Patient Rights and Responsibilities, Advance Directives, Important Patient Information)
- Obtains necessary signatures on required forms and consents (COA, Medicare notification letters)
- Collects patient's estimated liability prior to or at time of service
- Understands all policies related to handling of monies and follows them strictly
- Escorts patients to appropriate department
- Answers simple patient inquiries via phone or in person and routes to appropriate department
- Candidate must be able to cordially, professionally and effectively interact with patients, family members, physicians and other hospital personnel in a fast-paced environment
- Candidate must be able to relay complicated information from patient or family members to clinical staff
- Candidate must be able handle potential difficult patients/families/customers

## Qualifications for patient registrar

- Must be computer literate in Microsoft applications

- Minimum one (1) year of experience in hospital admitting environment
- Ability to be flexible in work assignments, detail oriented and organized and works well with others in a professional manner
- Strong communication skills to effectively obtain information from patients, physicians, other clients
- Ability to function independently, organize work, multitask, and establish priorities