Example of Patient Registration Job Description

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Our innovative and growing company is hiring for a patient registration. 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 registration

- Accurately document on patient account when follow up is needed
- Obtains proper authorizations
- Scans authorizations into patient account
- Coordinate translation services when necessary
- Advocate for patient by encouraging their families to actively participate in their care
- Resolve patient billing and reimbursement problems in cooperation with billing staff
- Obtains Advance Directive and Medicare information
- Regular, consistent, on - site, and timely attendance
- Schedules patient appointments for designated departments
- Provides testing instructions to assure smooth services

Qualifications for patient registration

- Patient Registration Specialist interested should have 1-2 years of experience with basic office skill knowledge
- Experience with medical billing and EPIC software is a plus
- At least 1 years of progressive experience in a related health care field setting (emergency room, and/or admitting department)
- Must have Microsoft Office Experience and excellent typing skills
- Familiarity with admissions policies and procedures