



# Example of Patient Representative Job Description

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Our company is looking to fill the role of patient representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for patient representative

- Processes walk-ins, creates new patient charts, accesses systems for orders
- Issues school/work excuses, sends out no show letters, and takes patient photos
- Responsible for recording daily and monthly statistics and communication of any medical records issues
- Responsible for reconciliation/management change fund and reconciliation of daily deposit and batch dollars and must complete deposit agreement
- Explains and obtains signatures on the HIPAA Privacy Notice, as appropriate
- Calculates the patient's financial responsibility for co-pays and self-pay amounts and collects at time of service
- Places orders in EPIC, if applicable
- Schedules Pre-admission testing prior to surgery, if applicable
- Obtains script and orders required for testing, if applicable
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## Qualifications for patient representative

- Ability to perform repetitive reviews and/or work tasks to a high level of accuracy
- Consistent punctuality and attendance is required
- Exceptional follow-through and job execution
- Minimum 1 year of experience with authorizations/re-authorizations required
- Advanced computer operating knowledge required
- Advance secretarial courses preferred