



Example of Patient Service Rep Job Description

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Our growing company is looking to fill the role of patient service rep. 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 service rep

- Begins the Medicaid application process when possible
- Reach out to discharged patients to determine eligibility
- Obtains all paperwork from patients that are interviewed
- Partner with patients to ensure patient understanding of process and assist with any questions during the application process
- Introduce Centauri's services, sets expectations for process and communication to ensure patient understanding
- Ensure safety and confidentiality of data and systems by adhering to the organizations information security policies
- Operate telephone to answer to schedule appointments
- Greet office visitors entering establishment, check in and out for appointment and collect payments
- Check benefit and authorizations
- Provides assistance with electronic and in person patient check in located at the applicable Guest and Patient Services desks across campus

Qualifications for patient service rep

- Performs related work as required per department
- Adapts to role changes in a positive manner
- This position requires six months of health care experience, or an equivalent combination of experience and education in an accredited medical training program

- General autonomy with regards to daily duties/tasks in all work stations of assign department