



Example of Patient Service Rep Job Description

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Our growing company is looking for a patient service rep. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for patient service rep

- Coordinates daily scheduling of patients
- Accurately identify, verify, and input pertinent demographic information and comments into clinic practice management system at all points of patient contact
- Obtain pertinent signatures as required with 100% accuracy
- Accurately identify, collect and post co-pays while maintaining at least a 90% or better collection rate
- Review and process non-office and office charge tickets maintaining compliance with coding guidelines
- Take accurate and complete messages with required information
- Complete daily reports, collect other pertinent information as requested and complete
- Order and prepare medical charts per department/physician guidelines
- Complete assigned training classes
- Responsible for the clerical duties for the Admitting and Registration of patients

Qualifications for patient service rep

- Basic proficiency in computer use required
- Minimum of two years office experience, including collection activities, preferably in a medical setting

development stages and sensitivity to cultural diversity in each step of the care process

- Three to four months of related experience in a physician's medical office practice on-the-job training to become familiar with the practice and procedures specific to assigned job duties
- Proficient in English language, bi-lingual highly desirable
- Caretracker experience preferred