



# Example of Patient Service Representative Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for a patient service representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for patient service representative

- Performs patient account responsibilities
- Performs registration for new patients
- Performs patient and physician scheduling duties
- The Patient Service Representative works in conjunction with providers and clinical staff to take care of patients' administrative needs
- This position is vital to giving the patient the "Patient's First" service and treatment they deserve as soon as they walk into our facility
- This position utilizes our electronic medical record system to verify and update patient demographic information, , posting and balancing of payments collected
- Primary responsibilities include answering the phones, checking patients in and out and general administrative duties
- This position utilizes our electronic medical record system to verify an update patient demographic information, , posting and balancing of payments collected
- Recognizes and uses appropriate patient type for patient registration
- Enters insurance, demographic and other patient information into system

## Qualifications for patient service representative

- Practical knowledge of computers
- Minimum two (2) years medical office experience
- Medical office experience with a strong emphasis in customer service,

- OB/GYN clinic experience a plus
- Computer Keyboarding 40 words per minute
- Organizational skills, attention to detail, and the ability to work independently