



Example of Patient Services Assistant Job Description

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Our growing company is searching for experienced candidates for the position of patient services assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for patient services assistant

- This position requires a pager to be carried 24/7
- Excellent team skills are essential, demonstrated computer skills (ability to adapt to new programs)
- Must demonstrate excellent communication customer service skills
- Collaborates cohesively with all members of the Executive Health team to organize and smoothly facilitate the Executive Health physical program
- Provides program coverage both during business hours and after hours via the 24/7 on call answering service
- Assist with clinic follow-up procedures
- Identify barriers to interdisciplinary care and new models of care and collaborate across departments and divisions
- Work across departments and divisions
- Manage non-clinical aspects of feeding program staff
- Greets patients as they arrive to suite, obtains necessary demographic and insurance information

Qualifications for patient services assistant

- Act as patient and family advocate
- Provide clerical support when needed
- Must have good work references
- High school graduation or an equivalent combination of education and experience required

- Ability to work effectively with providers, patients, support staff and other personnel to coordinate orthopedic schedules, which requires a high degree of accuracy and attention to detail