



Example of Patient Services Assistant Job Description

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

Responsibilities for patient services assistant

- Based on symptoms, schedule urgent visits appropriately per the clinic guidelines
- Respond to patient inquiries related to special requirements of insurance carrier as needed to address coverage and benefit questions
- Collect cash, credit cards and checks for copays or patient pay
- Document imaging
- Accurately and efficiently schedule patient appointments using Cadence
- Manage pre-arrival functions to assure all necessary information has been obtained for patient visits
- Provide check in and check out support
- Answer phones using Aspect
- Accurately record phone messages and forward to appropriate location
- Manage admin support inbasket

Qualifications for patient services assistant

- General office experience from school or work
- Demonstrate 10-key by touch
- Demonstrate Data Entry Alphanumeric
- Detail oriented with organizational skills which involve the ability to prioritize and manage workflow with minimal supervision
- One (1) year of experience in a medical billing field, preferred
- Knowledgeable in use of personal computer spreadsheets, , MS Excel, MS

