



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. 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 services assistant

- Other duties assigned by Clerical Lead
- Obtain Insurance authorizations
- Ability to navigate patient's medical record in order to facilitate visits
- Prepare, maintain and update patient forms
- Triage and manager the Ophthalmology patient referrals generated from the Referral Work Queue
- Ensure that patients with urgent medical needs are scheduled in accordance with triage guidelines
- Register and schedule new patients into the School of Dentistry MiDent computer system
- Assist supervisor with various assigned projects
- Assists the Director, Patient Access Services, in overseeing facility operations of Patient Access Inpatient and Outpatient Registration and Financial Services functions
- Works with Director to integrate registration and financial verification services, bed control and financial screening, and next level integration supporting line management by function (as opposed to solely by patient type)

Qualifications for patient services assistant

- Must have a high school diploma or GED and 0-2 years of experience in a

- Knowledge of Michigan Medicine electronic health record systems, & computer programs
- The candidate must have a minimum of 5 years of experience in the health care field with associated experience in development-related activities in a position involving sound managerial judgment and discretion or an equivalent combination of education and experience
- Demonstrated friendly and warm face to face manner with a clear, well-modulated speaking voice, ability to provide direct eye contact, and demonstrate kindness and respect to our patient population, faculty, and staff necessary
- Candidate must be an active team player and be able to work independently
- Proficient in Microsoft Office Suite, specifically Microsoft OneNote