Example of Patient Services Associate Job Description

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Our company is growing rapidly and is looking for a patient services associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for patient services associate

- Assist patients with payment questions on the phone or in person
- Create and update Excel spreadsheets
- Develop agendas, take and distribute minutes for meeting
- Manage equipment needs and office supplies
- Update resource lists for frequently requested services
- Screen telephone and fax requests
- Route and schedule all new patients in coordination with appropriate New Patient Referral guidelines per faculty and clinic
- Provide daily supervision over the patient services assistants/associates
- Maintain adequate clerical coverage for check-in and check-out
- Accurately image or file all daily paperwork in active patient charts

Qualifications for patient services associate

- 2+ years recent experience in a related position in a medical office experience preferred
- 0-2 years's of experience
- High School diploma or an equivalent
- Work with Radiology Fellows, Residents and staff to coordinate exams
- Minimum two years progressive experience in a physician support setting
- Ensure accurate patient demographic and insurance information