

DEPARTMENT: Registration

SUPERVISOR: Registration Manager

POSITION: Registration Clerk

Job Summary

Responsibilities include, but not limited to, registering all patient types, answering and transferring calls thru the switchboard, preparing and distributing mail, receiving and recording payments and assisting with resident funds

Qualifications:

High School Diploma

Knowledge of computer, fax machine, switchboard and copier

Possesses good communication skills

Possesses an attention to detail

Works well with the public

Duties

Register all patient types

Obtain proper insurance documentation and verify information is current and correct

Answer switchboard and properly transfer calls

Assist patients with understanding their balances and insurances when billing office is unavailable

Filing charts as their balances move to other Financial Classes (???)

Responsible for residence accounts and balances (???)

Works postage meter and prepares all outgoing mail

Distributes all incoming mail to proper departments

Any other duties as assigned by your Supervisor, Controller or Administrator of this facility.

By signing below, I acknowledge that I have received, read and understand the Job Description for my intended position and fully understand the contents therein.

While functioning in my intended position I shall perform these duties to the best of my ability.

Signature

Date

Updated 5/4/2023 CAK