

POSITION: ADMISSION/REGISTRATION COORDINATOR

DEPARTMENT: BUSINESS OFFICE

REPORTS TO: REVENUE CYCLE MANAGER

JOB SUMMARY: Interface with visitors, patients, family, and physicians on phone and in person. Performs clerical duties involved with admission and assist with check in of patients. Copying of identification and insurance. Verify insurance, enter and verify all patient demographics, insurance and billing information. Collect balances due at time of admission. Assists with distribution of mail and messages. Directing patient to appropriate area upon arrival. Other duties as assigned by supervisor, Revenue Cycle Manager or CFO.

POSITIONS QUALIFICATIONS:

- High School Diploma or equivalent combination of education and experience.
- Good communication and people skills.
- Excellent telephone skills.
- Ability to screen incoming calls, adequately respond to telephone inquiries.
- Responsible for distribution of mail.
- 1 year of insurance verification (helpful)