



# JOB POSTING

## ESTES PARK MEDICAL CENTER

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.*

DATE OF POSTING: July 28, 2010

**POSITION TITLE: PATIENT REGISTRATION SPECIALIST = FT**

REPORTS TO: Patient Registration Supervisor

**COMPETENCIES:**

This full time, year round position is responsible for accurately gathering pertinent information from patients/families and registering the patient accordingly. Prefer previous experience in a medical office/registration area. Have basic understanding and knowledge of medical tests, procedures and terminology. Previous experience with insurance and/or Meditech is a plus

**DUTIES:**

1. Interviews patients and/or family to obtain current, accurate and complete registration information.
2. Completes appropriate paperwork to ensure compliance with Medicare, Medicaid and all other pay or requirements.
3. Accurately and efficiently enter all necessary data into Meditech and Allscripts
4. Responsible for obtaining and verifying insurance benefits
5. Responsible for collection of monies, writing receipts and maintenance of the cash box and credit card machine.
6. Demonstrate good communication and organizational skills with patients, co-workers, physicians, ancillary personnel, and the community.
7. Work other shifts as emergencies arise (illness, vacations, etc.) Maintain a well organized and clean environment to work at maximum efficiency and prevent transmission of infection and disease.
8. Maintain strict confidentiality in accordance with EPMC's policies and procedures
9. Receives calls from physicians and patients to schedule elective tests and procedures. pre-registers patients and informs them of applicable co-pays.

**QUALIFICATIONS:**

High School graduate or GED; Applicant needs familiarity with computers, public relations skills, medical terminology, and collections skills.

**FOR MORE INFORMATION, PLEASE CONTACT HUMAN RESOURCES.**