

Admitting Clerk Job Description

Our innovative and growing company is looking to fill the role of admitting clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for admitting clerk

- Receives and routes any front desk deliveries
- Greets patients and provides necessary paperwork for completion
- Notifies appropriate nursing staff that patient is present after patient has completed paperwork
- Keeps track of patient's family, patient's driver
- Ensures that pharmaceutical/equipment/supply representatives have logged in and have appropriate badges
- Prints out all labels, forms, , for patient charts and assembles charts before appointment
- Handles logging of clinical data into the facility PAS software, scans medical records into electronic records storage software
- Handles the printing of operative reports and getting physician signatures
- Works with the Clinical team to print and scan pathology reports into the electronic records software
- Any additional tasks as assigned by the BOM

Qualifications for admitting clerk

- Flexible schedule
- Ability to cross-train to cover other business office positions during vacations, time-off
- 2 years experience as an admitting clerk
- Strongly prefer at least one (1) year of office, computer, and data entry experience
- Must be able to communicate & comprehend accurately & effectively in English through written & verbal correspondence
- Must have high integrity and ability to maintain confidential information

Being A Medical Admitting Clerk

Didier Musso



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