

Registrar Job Description

Job Title – Registrar	Reports to: Director of Patient Administration		
Job Code-	Overtime Status: <u>Exempt (not eligible)</u> <input checked="" type="checkbox"/> Non-Exempt(eligible)		
Department – Patient Administration	Prepared by:	Date:	
Facility -	Approved by:	Date:	

Job Summary

The incumbent will be responsible for the registration of patient to the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.

Supervises

- None

Primary Responsibilities

- Performs clerical duties to register and/or admit patients
- Greets patient with smile, care, and concern
- Verifies patient insurance information
- Collaborates with nursing staff when patient has completed admittance process

Other Responsibilities

- Attends staff meetings

Education/Certifications/Licenses

- High School Diploma or GED equivalent
- BLS training

Experience

- **Required - 1 year** experience in health care registration
- **Preferred - 1 year** experience in health care registration as registrar

Special Skills/ Equipment

- Proficient in Microsoft Office,
- Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred

Contacts

Internal patients, providers, staff, and volunteers

External patients and providers

Physical, Mental Demands/Working Environment

Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit		X			
Stand				X	
Walk			X		

Registrar Job Description continued

Motion		Up to 1/3 of shift		1/3 or more of shift
	Bend	X		
	Squat	X		
	Crawl			
	Climb			
	Reach	X		
	Lift	X		
	Carry	X		
	Push	X		
	Pull	X		
	Twist	X		
Turn	X			
Use of Hands and Feet		Gross Motor Function		Precise Motor Function
	Right Hand			X
	Left Hand			X
	Right Foot	X		
Left Foot	X			
Weight Lifted/Force Exerted		Up to 1/3 of shift		1/3 or more of shift
	Up to 10 pounds			
	Up to 25 pounds			
	Up to 50 Pounds	X		
	Up to 100 pounds			
More than 100 pounds				
Body Fluid Exposure	No		Yes XXX	
Mental Demands		YES		YES
	Attention Span	X	Memory	X
	Concentration	X	Patience	X
	Conceptualization	X	Problem Solving	X
Influence People	X	Relate to Others	X	
Working Environment		YES		YES
	Indoor	X	Loud Noise	X
	Outdoor		Fumes	
	High Temperatures		Confined Areas	X
Low Temperatures		Radiation Area	X	

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature