

BROWN SURGICAL ASSOCIATES

POSITION DESCRIPTION

Job Title: Central Registration Specialist	Dept. Code: 1200	OSHA: II
Department:	Salary Range:	Original Date: 8/1/2013
Immediate Supervisor: Billing Manager	Division:	Last Revised: 6/2017

GENERAL SUMMARY:

Functions as a Central Registration specialist with primary accountability is to the Billing Manager. Principle responsibility is for the collection of registration data, collection of copayments and any outstanding balances and entering of charge data. Knowledge of CPT and ICD-10 codes and computer software is essential. Exhibits an understanding of the organization, its programs and procedures related to the operations of the surgical office. Expert handling of patient issues and patient confidentiality are mandatory.

ESSENTIAL FUNCTIONS:

- Greet patient at front desk reception.
- Responsible to obtain and update demographic data and HIPAA data required at each visit.
- Collections of patient copayments when indicated.
- Posting of copayments in IDX.
- Collections of past due balances or deductibles when applicable.
- Cross check IDX eligibility list to ensure all active insurance status. Notify secretarial staff when insurance is inactive and if referrals are needed.
- Ensure accuracy and expeditious data entry of surgery charges.
- Scanning all registration documents and linking in the EMR.
- Signing up patients for Current Care.
- Responsible for any other duties as may be assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- High School Diploma or equivalent.
- Knowledge of ICD-10 and CPT coding and third party payers.
- 1-2 years of experience in medical office.
- Ability to represent the organization and serve consumers in a professional manner and promote a positive image of the organization and its services.
- Computer literate with basic knowledge of Microsoft Products.