Demographics Representative

Position Overview

To ensure that all patient demographics and insurance information is entered accurately and within outlined timeframes.

Essential Functions

- Create patient record in computer from demographic and insurance card copy
- Update patient addresses in computer as received from office or post office
- Link patient account number to charge
- Maintain insurance files
- Filing, faxing, and scanning
- Inform Supervisor of any pattern of errors
- Adhere to all HIPAA guidelines and regulations

Competencies

- Able to act independently in productivity-based environment
- Strong interpersonal and communications skills to work successfully in a team-oriented environment.
- Give focused attention to detail
- Able to prioritize workload and move readily from task to task.

Education Requirements:

- High school graduate.

Required experience:

- Computer Skills
- Data entry – minimum 45 wpm