

JOB TITLE – REGISTRATION SPECIALIST

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Billing Services

SALARY Commensurate with Experience

FULL TIME POSITION - REPLACEMENT

POSITION DUTIES/RESPONSIBILITIES: pre-register patients by verifying appointment, verifying insurance information, instructing patient to change PCP to FHC if applicable, register patient by updating personal and insurance information, maintain a current knowledge of all insurance plans in which FHC participates, inform patient of applicable nominal fee or co-pay as applicable, notify referral staff to obtain prior authorization as needed, other duties as assigned.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent. College credit hours preferred.

REQUIRED EXPERIENCE OR SKILLS: computer literacy, knowledge of ICD-10/CPT coding, medical terminology. Fluent in Spanish is strongly preferred.

CONTACT: Joycie Pustejovsky at jpustejovsky@wacofhc.org