



Cashier

Role and Responsibilities



Cashier skills

- ▶ Operates computer and credit card devices
- ▶ Able to follow clinic fee policies
- ▶ Keeps patient confidentiality
- ▶ Good communicator (bilingual helpful).

Cashier Responsibilities/Duties

- ▶ Determines and collects fees (reviews registration forms)
- ▶ Makes and documents payment arrangements, using clinic policies
- ▶ Processes refunds.