



Registration

Role and Responsibilities



Registration Skills

- ▶ Familiar with health care terminology, insurance plans, and coverage types
- ▶ Welcoming to patients as they arrive.

Registration Responsibilities/Duties

- ▶ Explains processes
- ▶ Translates benefit details on to forms
- ▶ Scans or copies patient insurance cards
- ▶ Directs patient to cashier
- ▶ Compiles forms.