



**RGH Clinic Ambassador
JOB DESCRIPTION**

Position Title:	Clinic Ambassador	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Clinic Business Office		
Reports to:	Clinic Department Director/Business Office Director		
Last Update:	February 7, 2013		

Job Summary

Under general supervision, is responsible for representing Roosevelt General Hospital (RGH) as an exemplary hospital/clinic in the region. Ambassadors will be the embodiment of the hospital's mission, vision and values. They will greet patients, families and clinic/hospital guests upon arrival and assist them in navigating through all aspects of their hospital or clinic visit. The candidate will initiate the department process, patient registration, and transfer paperwork; obtain and verify accurate identification and demographical data for the patient's permanent medical record and billing. They will coordinate clerical, registration/admission and communication for efficient and effective operations of the department. The candidate will be responsible for assisting patients with insurance options, setting up payment arrangements, collecting insurance co-payments and deposits; obtain comprehensive information to protect the patient's well-being and the financial interest of the institution.

Essential Functions:

Business Office (will report to Business Office Director for these functions)

- Registers patients efficiently and accurately, obtaining appropriate signatures, completing all required forms and providing patient information as required by state and federal regulations and departmental guidelines
- Visits patients in their room to complete or validate information
- Collects deposits and co-pays when applicable
- Enters relevant information into computer system
- Sets up payment arrangements with self-pay patients
- Assists patients with questions concerning their insurance coverage
- Advises self-pay patients of their medical and dental care options available in the community for future follow-up care
- Explains clinic regulations, such as payment of accounts, charges, etc.
- Participates in data gathering for financial reporting
- Organizes and submits internal faxes
- Cross-train to cover all front desk positions, including hospital registration

Department Functions (will report to Department Director for these functions)

- Greet all patients, families and hospital visitors with a positive, cheerful attitude
- Uphold the mission, vision and values of Roosevelt General Hospital (RGH)
- Be knowledgeable on all of RGH Clinic's services, including the RGH
- Serve as the main communications person for the department, answering and placing phone calls, taking and relaying messages for clinical staff
- Initiates, maintains, and updates patient charts, insurance and other forms (workman comp, etc.) originating in the department with accuracy; accesses patient data for nursing and medical staff as needed.

- Admits patients to inpatient status at time of admission
- Ensures department is adequately stocked with necessary clerical supplies, forms, etc. and maintains a neat and orderly work area

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Maintain patient confidentiality at all times
- Maintain professional attire
- Complete continued education/training requirements
- Report to work on time and as scheduled
- Wear identification while on duty
- Maintain regulatory requirements, including all state, federal and local regulations
- Represent the organization in a positive and professional manner at all times
- Comply with all organizational policies and standards regarding ethical business practices
- Communicate the mission, ethics and goals of the organization
- Participate in performance improvement and continuous quality improvement activities
- Attend monthly staff meetings

Qualifications

- High school graduate or equivalent
- Medical terminology knowledge preferred.
- Basic computer knowledge
- Typing speed: minimum 40 wpm
- Spanish speaking is preferred
- Previous hospital/clinic registration, billing and collections, financial counseling, and/or customer service experience preferred
- Knowledge of CPT / ICD-9 coding helpful.

Knowledge, Skills, and Abilities

- Must have an enthusiastic and positive attitude
- Possess a genuine desire to help RGH become an exemplary hospital in the surrounding community and the state
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize duties/tasks
- Ability to initiate communication with patients, their families and hospital visitors
- Must have excellent customer service and communication skills with the ability to effectively calm patients and be able to deal with distressed and/or agitated patients and their families
- Must have a professional demeanor and excellent public relations skills
- Willingness to develop or improve public speaking skills
- Knowledge of medical insurances (Medicare, HMO's, PPO's, commercial), EMTALA regulations, hospital/clinic billing and collection process
- Must have excellent written skills with knowledge of medical terminology

Physical Requirements and Environmental Conditions

- Work is performed during regular work hours, but may require overtime and/or weekend hours to meet deadlines
- Work in varying degrees of temperature (heated or air conditioned)
- Work under extreme pressures
- Position requires sitting for approximately 4-8 hours per day with walking up to 2 hours per day
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date