



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-070  
JEMEZ HEALTH & HUMAN SERVICES  
PATIENT REGISTRAR I (Part-time)

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<b>Position Title:</b>	Patient Registrar I	<b>Pay Level:</b>	\$17.09 – \$25.63
<b>Position Open Date:</b>	9/19/2024 – Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Part-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Patient Registration Supervisor		

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**POSITION SUMMARY:**

Under the direct supervision of the Patient Registration Supervisor, supports the JHHS clinical operations by carrying out all duties, responsibilities, policies, and procedures that contribute to the efficient patient registration operations. Duties for the registration of new/current patients, updating patient demographics and required patient forms, scheduling, phone triage, and handling cash. Maintains privacy and confidentiality of information as required by HIPPA.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High school diploma or General Equivalency Diploma (GED); and two (2) years of administrative/clerical experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver’s License  
Background Investigation

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Greet patients, staff, and visitors in a positive, helpful, and professional manner.
- Performs administrative duties; answers telephones; respond to inquiries from staff and the public regarding medical appointments, documents, and searches for and provides information and copies of official documents; serves as back up to customer service specialists as needed.
- Request medical records for follow-up appointments scheduled and during evening/weekend shift coverage. Serve as back-up to request medical records when staff are unavailable, process incoming and outgoing medical records requests in a timely manner. Documents and logs medical records.
- Verify and document patient demographic information, authorizations for treatment, verifying insurance coverage for all patients and related information and required consent forms.
- Ensure all required patient registration forms are filled in completely and documents are prepared and ready to be scanned into the patient's record.
- Generate and distribute accurate patient forms for well-child visits, physical exams, etc.
- Collect co-payments, billing payments, generate receipts, audit, and balance financial transaction to ensure accurate daily deposits in compliance with billing policies for safe and secure cash collections.
- Assess patient eligibility for sliding scale application, sliding scale fees and other government programs (Medicaid, Medicare, Veteran's Administration, and Health Insurance Marketplace), refer eligible patients to patients benefit coordinators.
- Maintains various logs of daily activities including patient counts to prepare monthly data and operating activity.
- Participate in patient satisfaction and quality improvement initiatives; route patient concerns, complaints, and feedback to supervisor/manager.
- Cross train in varies areas as needed, such as, billing office, benefits coordinator, customer service, and medical records.
- Perform other duties as assigned by supervisor/manager.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Basic policies and procedures related to personal computer, peripheral and accessory operation.
- Computer automation and records management; business arithmetic.
- Office administrative practices and procedures.
- Medical Terminology.
- Principles and practices of medical records, laws, codes, and regulations.
- Record keeping principled and practices.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing customer service and support work.
- Reading and explaining rules, policies, and procedures.
- Organizing, maintaining, and researching departmental files and records.
- Entering data into a specified computer format.
- Sorting materials in alphabetical, numerical, or chronological order without errors.
- Compiling and summarizing information and preparing periodic or special reports.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**