

CONVERSION TYPE	JOB RESPONSIBILITIES (ELIGIBLE FOR CONVERSION)	Job Titles	DATES	TIME	LOCATION	REQUIRED TRAINING PRIOR TO ORDER/APPOINTMENT CONVERSION
Appointment	Schedule appointments	Patient Access Services Representative - Medical Center (Central Scheduling) Lead Patient Access Services Rep - Medical Center (Central Scheduling) Registration Rep., Sr. - Medical Center (University) Secretary - CMG Medical Admin Sr - CMG Certified Medical Office Assistants - CMG Ambulatory Service Representatives - Medical Center Lead Ambulatory Service Representatives - Medical Center Secretary - Medical Center Medical Admin Secretary - Medical Center	9/9 & 9/10			<p>Must attend one of the following classes:</p> <p>Schegistration 200</p> <p>Front Desk 200</p> <p>Radiology Front Desk 200</p>
Registration	Register patients	Patient Access Services Representative - Medical Center (Central Scheduling) Lead Patient Access Services Rep - Medical Center (Central Scheduling) Registration Rep., Sr. - Medical Center (University) Financial Clearance Representative - Medical Center Lead Financial Clearance Representative - Medical Center Financial Counselors - Medical Center Secretary - CMG Medical Admin Sr - CMG Certified Medical Office Assistants - CMG Ambulatory Service Representatives - Medical Center Lead ambulatory service representatives - Medical Center Secretary - Medical Center Medical Admin Secretary - Medical Center	9/16 & 9/17	8 a.m. - 5 p.m.	100 Front Street, Worcester	<p>Must attend one of the following classes:</p> <p>ED Registrar 200</p> <p>L&D Registrar 200</p> <p>Patient Access 200</p> <p>Schegistration 200</p> <p>Front Desk 200</p>
Referral	For all outpatient services. Generate or secure insurance referrals or pre-certifications.	Financial Clearance Representative - Medical Center Lead Financial Clearance Representative - Medical Center Ambulatory Service Representatives - Medical Center Lead ambulatory service representatives - Medical Center Secretary - Medical Center Medical Admin Secretary - Medical Center	9/16 & 9/17			Referrals User 200
Surgical Case	Schedule surgical cases	Ambulatory Service Rep - Medical Center, 21 Eastern Ave Endoscopy PCA II - 21 Eastern Ave Endoscopy Endo Tech - Marlborough Endoscopy RN, Unit Secretaries, - HA LC OR Patient Access Service Rep Revenue Cycle Support Specialist - Clinton Endoscopy Scheduling and Pre Reg Coordinator - Clinton Endoscopy Registered Nurse - Clinton Endoscopy Unit Coordinator - Endoscopy 28 Newton, Marlborough Endoscopy Resource Nurse - Endoscopy 28 Newton, Marlborough Endoscopy Endo Tech - Endoscopy 28 Newton, Marlborough Endoscopy	16-Sep			Surgery Scheduler 100 & 200