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# Example of Intake Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of intake coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intake coordinator

* In conjunction with Program Director, assign cases to appropriate staff
* Facilitate family team conferences and other groups as needed
* Connect families to appropriate channels for legal, credit, and health services
* Assist with coverage of cases during staff vacancies
* Attend trainings and staff meetings
* Obtain initial information relating to admissions, coordinates intake process, and provides information and referrals to community agencies as appropriate
* Promote the program to potential participants and community agencies
* Provide proof of medical clearance for communicable diseases and up-to-date immunizations before having direct participants contact
* Able to manage many projects and is flexible when the workload increases
* Perform initial telephone screening to determine patients’ appropriateness for home care services with referral sources

## Qualifications for intake coordinator

* Contact referral sources to advise of referral status, and provide to the clinical team who will deliver the services requested
* Identify potential payer sources, verify benefits with payer sources (as required by department organizational structure), negotiate rates and obtain initial authorizations and frequency of visits from case managers
* Access national or regional account information, including the names of accounts and terms of the contracts as appropriate and communicate these conversations to branch and intake department staff as needed
* Monitor and track referral sources’ satisfaction levels
* Coordinates with Account Executives to process received intake patient information
* Inputs all referrals into computer and generates hard copy