Downloaded from <https://www.velvetjobs.com/job-descriptions/referral-coordinator>

# Example of Referral Coordinator Job Description

Our growing company is looking to fill the role of referral coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for referral coordinator

* Determine which insurance providers are accepted through Coram and if we can accept a referral
* Primary duties include authorization submission, error correction and insurance submission knowledge and rules for securing authorizations
* Admissions/General In Patient/Symptom Management admissions -Performs admission assessments for new admissions into the CCHS hospitals and documents information in the electronic medical record within specified time frame
* Visiting referring veterinarians and updating them on our services and specialists
* Creating marketing material
* Act as a liaison between the referral community and our hospitals
* Planning continuing education seminars and events
* Developing novel ways to reach the referring community
* Entering and analyzing referral data
* Photographing hospital staff and equipment

## Qualifications for referral coordinator

* Committed to the organization to do what is necessary to have a successful Referral Management Program
* Ability to conform to established policies and procedures
* College degree or equivalent required, healthcare field preferred
* Previous medical billing office experience in a hospital or clinic environment required
* Previous experience working with a mainframe database claims processing/billing system
* Excellent customer service, telephone presentation and problem solving skills