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# Example of Referral Coordinator Job Description

Our company is looking to fill the role of referral 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 referral coordinator

* Assists with client newsletter
* May be asked to file, and assist the front desk during busy timesThe candidate will have at least one year experience working in a veterinary office, have a pleasant demeanor, be resourceful and behave with professional comportment
* Notifies the HCP either verbally or by using the message function in the electronic health record that attempts are being made to locate the results/reports
* Obtain authorization with third party insurance companies for referrals to specialists, diagnostic testing and surgeries
* Verify insurance coverage and authorization requirements for referral orders
* Provide specialists office with medical records of primary care
* Monitor all assigned work queues and processes ensure that referrals and authorizations are responded to in a timely manner
* Ensure all information and conversations regarding patients are secured from general public access
* Recording patient interview and history notes
* Provide room set up and clearing

## Qualifications for referral coordinator

* Organized, flexible, attention to detail
* Business decorum and appearance
* Supportive of team concept
* Under the direction of the Medical Director and Sr
* Normal hearing and vision capabilities required
* Ability to view and type on computer screens for long periods of time