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

# Example of Referral Job Description

Our innovative and growing company is hiring for a referral. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for referral

* Represent the first line of communication with physicians and the office staff
* Receive all pertinent referral information and forward requests to the insurance plan through different electronic mediums (fax, web-based applications and telephone) as indicated
* Be required to review referrals for basic elements and refer to appropriate staff
* Assemble information concerning patient’s clinical background and referral needs
* Per referral guidelines, provide appropriate clinical information to specialist
* Present necessary medical information such as history, diagnosis and prognosis
* Review details and expectations about the referral with patient
* This position is cross trained and will be responsible for Patient Registration/Scheduler as part of daily responsibilities
* Receives referral request order from the provider
* Records referral request services with date and initials

## Qualifications for referral

* Associates degree or equivalent amount of education and experience
* 2 years as Medical Assistant with an emphasis in Family Practice and/or Pediatrics
* Preferred skills include previous public cloud experience with Amazon, Google, or Azure
* Ability to look toward the future plan ahead and solve problems
* Experience working is a healthcare setting is preferred
* Knowledge of referral and authorization processes is required