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# Example of Referral Job Description

Our innovative and growing company is looking for a referral. 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

* Collect and verify insurance authorization requirements to ensure payer requirements are met in a timely manner
* Effectively communicate with internal and external customers including medical providers, clinic staff, and insurance companies
* Maintain ongoing tracking and appropriate documentation on referrals and authorizations via computer system and/or manual systems
* Assists in pulling reports
* Data entry of claims information into database
* Updating and maintaining our website
* Managing social media and developing strong marketing techniques around social media
* Triage all incoming consult requests that come the office to ensure all paperwork and demographic information is attached and verifies that initial patient workup has been completed to NSA MD standards
* Retrieves patient demographics, office notes, radiology reports, and relevant imaging for film review process
* Patient liaison with referring provider offices

## Qualifications for referral

* Minimum of one year experience working with multiple insurance plans and networks
* Experience obtaining insurance authorizations strongly preferred
* Monitor work queues to ensure management of referrals in a timely manner
* Provide specialists office with pertinent medical records, while maintaining confidentiality
* Uses sound judgment when managing referrals to ensure patient safety.\*
* Manages the issues encountered when daily operational changes take place