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# Example of Transfer Coordinator Job Description

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

## Responsibilities for transfer coordinator

* Place bed assignments for all patients in hospital computer system and RightBed, except for patients in Perinatal Services and NICU
* Manages in-house transfers and ensures RightBed and hospital computer system are kept up to date
* Ensures safe and timely placement of patients based on admission status, physician ordered level of care, patient’s clinical information and nursing units’ admission and discharge criteria
* Maintains competence in all computer systems
* Maintains 90% accuracy with all information entered in computer system
* Maintains documentation of activities and recorded calls
* Supervises the Transfer Center Representatives
* Communicates with referring hospital to coordinate transportation arrangements and provide an assigned beds
* Serves as a TriStar consultant and mediator for physicians (and their offices), NP’s, PA’s, nurses, and ancillary staff
* Tracks and trends barriers to patient intake flow

## Qualifications for transfer coordinator

* Experience using MS Office applications, knowledge of project management tools such as MS Project, Open Workbench
* Facilitate all communications between referring and receiving physicians and other hospital staff.\*
* Use a multiple phone line system.\*
* Use tools and resources in order to contact appropriate physicians.\*
* Work 12 hour shifts.\*
* Supports Outreach Services, Trauma Services and other departments in provision of data and coordination of follow up.\*