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# Example of Transfer Coordinator Job Description

Our company is searching for experienced candidates for the position of transfer 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 transfer coordinator

* Responsible for planning and scheduling of events, calls, meetings and other communications across AllSpire Health Partners member integrated delivery networks
* May make bed assignments
* Demonstrates knowledge of regulatory requirements, EMTALA, CHS Ethics and Compliance policies and quality initiatives
* Tracks and trends barriers to patient flow, makes recommendations and develops action plans to improve processes and systems
* Researches and confirms where to send asset transfer paperwork for timely transfers
* Drafts letters to request additional administration info (tax returns)
* Follows-up contact with contra firms to expedite asset transfers
* Works with contra firms to obtain and additional documentation necessary to transfer assets
* Tracks asset receipt through operations
* Tracks receipt of requested administration information

## Qualifications for transfer coordinator

* Pastoral Care person
* Current Massachusetts licensure in Nursing
* BLS/ACLS preferred, or within 6 months of hire
* Meets standards of performance for Nurse Coordinator position
* OBSN preferred
* OMinimum 3 years nursing experience, CCRN preferred