



Example of Referral Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of referral specialist. 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 specialist

- Serve as initial contact and coordinator for International patients, specialty care service line and other specialty clinics
 - Coordinate all necessary appointments and follow-up procedures while focusing on excellent patient relations and ensuring compliance with Physician discharge orders
 - Maximize the use of UMMC/UMP physicians as referral sources
 - Coordinate patient follow-up care schedule in a way that ensures patients receive timely patient care and is sensitive to the need for multiple return visits
 - Handle all communications and case related inquiries due to provider or employer referral on a daily basis
 - Keep report of all referral line cases (opened, active or in progress, closed) by a provider or employer
 - Coordinates necessary logistics and follows up with internal Swedish appointed individuals, providers, local health authorities, port agents, and vendors to ensure appropriate referral services delivery to all clients (providers and employers)
 - Handles all referral services and follows up with involved participants, providers or employers
 - Educate involved parties of the referral service program process
 - Keep electronic updated copies of all templates and client protocols for the referral service program
-

- Must have 1-2 years of prior Call Center experience
- Strong knowledge of electronic medical records and scheduling systems
- Excellent phone management and organizational skills
- Proven problem solving, organizational and decision making skills
- 2 or greater years of medical office or related administrative experience
- Knowledge of the registration and authorization process