



Example of Referral Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a 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

- Provide a variety of administrative, secretarial, and clerical support services for the Intake & Enrollment and Marketing staff
- Serve as the initial contact for information and referral phone calls, providing information about the ElderPlace program and making internal and external referrals as appropriate
- Operates a responsive physician referral program
- Responsible for maintenance of web based scheduling program
- The Health & Welfare (H&W) Specialist plays an important support role in the operational success of H&W processes and procedures at client
- This individual will serve as H&W Human Resources Service Delivery (HRSD) support to our benefits administrator, vendors and the business in order to align operational solutions with company requirements, goals, and objectives
- Will serve as an overall subject matter expert of health and welfare programs administered by client HR Services including all processes, procedures, and policies
- Demonstrates ability to review and analyze data and identify trends and issues to resolve challenges in a timely manner
- Individual will be responsible for providing Ad Hoc reports, processing queries, reviewing data and trend analysis
- Position requires significant system and data knowledge to become the SME

Qualifications for referral specialist

- Bachelor of Science or 5 years of experience in a clinical laboratory
- Thorough knowledge of laboratory specimen collection/processing procedures, shipping, turn around times, and specialty research testing
- Enthusiasm and willingness to work with others
- Able to perform multiple, concurrent tasks in a frequently stressful environment