



## Example of Referral Job Description

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

### Responsibilities for referral

- Represent the first line of communication with physicians and the office staff
- Receive all pertinent referral information and forward requests to the insurance plan through different electronic mediums (fax, web-based applications and telephone) as indicated
- Be required to review referrals for basic elements and refer to appropriate staff
- Assemble information concerning patient's clinical background and referral needs
- Per referral guidelines, provide appropriate clinical information to specialist
- Present necessary medical information such as history, diagnosis and prognosis
- Review details and expectations about the referral with patient
- This position is cross trained and will be responsible for Patient Registration/Scheduler as part of daily responsibilities
- Receives referral request order from the provider
- Records referral request services with date and initials

### Qualifications for referral

- Associates degree or equivalent amount of education and experience
- 2 years as Medical Assistant with an emphasis in Family Practice and/or Pediatrics
- Preferred skills include previous public cloud experience with Amazon, Google, or Azure

- Knowledge of referral and authorization processes is required