



Example of Referral Job Description

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Our innovative and growing company is looking for a referral. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for referral

- Forwards referral request and documentation to IPA, Health Plan, Specialist and/or Facility
- Documents actions in patient health record and/or on referral log
- Updates member of referral request
- Dates and time stamp the referral approval received from the IPA or Health Plan then scans into patient's health record day approval is received
- If referral is urgent, notifies patient of referral request response from the patient's IPA, Health Plan, Specialist and/or Facility by telephone
- If routine referral, contacts patient to notify them of their referral's approval/denial via US Mail and documents this method of notification in the health record
- Fax the required patient health information to the specialist
- If requested by specialist, and where appropriate, submits a request to the IPA for a follow-up referral with the specialist or for the recommended procedure
- If the results/reports for routine referrals are not received within ten (10) business days of the referral, follows up with both the patient and authorized referring healthcare provider(to validate if the patient went to and completed the referral appointment)
- If the results/reports for Urgent referrals are not received within five (5) business days, follow up with both the patient and authorized referral healthcare provider/ testing facility

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- Knowledge of Sorian and Power chart applications is a plus
 - Knowledge of insurance sites like Navinet, Emdeon and private payer websites a plus
 - A working knowledge of CPT and ICD10 coding is required
 - Understanding of Workman's Comp Insurance preferred
 - Understanding Workman's Comp terms and processes involved preferred
 - Set new standards, create new processes, and work with cutting-edge technology