



CLINIC REFERRAL COORDINATOR

Part-Time

Posting Date:

December 30, 2020

Date Available:

Immediately

Posting

Number:

HR052121

Position Summary:

The Referral Coordinator assists patients by coordinating referral appointments and working with insurance companies and care providers to share essential patient information. They may also perform general administrative or clerical tasks such as answering phone calls and emails, maintaining patient records, and verifying insurance information before appointments. Referral coordinators frequently interact with patients, doctors, and insurance companies, so they need some experience with customer service tasks and the ability to maintain patient records and confidentiality, manage multiple schedules, and ensure that patient information is complete and up to date.

Essential Job Duties:

- **Coordinate Referral Appointments:** The primary duty of a referral coordinator is working with patients to arrange and schedule referral appointments.
- **Maintain and Update Patient Records:** The Referral Coordinator ensures that patient records are up to date and kept in accordance with laws and regulations.
- **Verify Patient Insurance Information:** Works closely with patients and insurance providers to gather and verify insurance information.
- **Provide Administrative Support:** In addition to supporting referral activities, the Referral Coordinator also provides general administrative and clerical support to medical offices.
- **Answer Patient Questions:** The Referral Coordinator regularly assist patients by answering questions and resolving issues that may arise during an office visit.
- Other duties as assigned.

Qualifications/Skills:

Minimum of a high school diploma or equivalent is required. At least one year in a healthcare setting or insurance office is preferred. A Medical Assistant – Certified license or Nursing Assistant – Certified license is preferred, which would require a valid WA State MA-C or NA-C license. BLS required. Spanish bi-lingual is preferred. Skills required: Strong customer service, time management, attention to detail, communication, and computer.

Days/Hours:

Mon – Fri; 1:00 pm – 5:00 pm – part-time

FTE:

FTE: .60; 24 hours per week. Not benefit eligible.

Department:

Three Rivers Family Medical

Physical Requirements:

Please see Job Description in Human Resources

Interested Candidates may apply in person or by mailing their resume to:

Three Rivers Hospital
Human Resources Department
PO Box 577
Brewster, WA 98812
(509) 689-2517

www.threerivershospital.net
opportunity@trhospital.net

Three Rivers Hospital is an equal opportunity employer.