



## Referral Coordinator - Clinic Billing, Full Time

**Company:** Connally Memorial Medical Center

**Location:** Floresville, TX 78114

**Category:** Referral Coordinator

**Posted:** 02/28/2019

**Deadline:** Open until filled

### Description & Requirement

**Experience:** Ensures effective management of all incoming and outgoing referrals. Performs a wide variety of tasks associated with referral tracking. Responsible for verifying and obtaining insurance authorizations and referrals as required by insurance companies dependent upon the plan coverage for all patients. Maintains ongoing tracking and appropriate documentation on referrals. Contacts review organizations and insurance companies to ensure prior approval requirements are met. Reviews details and expectations about the referral with patients. Ensures referrals are addressed in a timely manner and that the patient's primary care chart is up to date with information. Contacts incoming referrals to be scheduled with appropriate provider. Other duties may be assigned based on the needs of the clinic.

Excellent communication skills both written and verbal in English.

Computer skills including Microsoft Office and Outlook, required;

Preferably one year of experience as a Referral Coordinator desired.

**Education:** High School Diploma / GED with at least 1 year medical related work experience and/or training required, or equivalent combination of education and experience.

Interested candidates should email us at [hr@connallymmc.org](mailto:hr@connallymmc.org), and request an application be sent to you, or apply online at [www.connallymmc.org](http://www.connallymmc.org), and click on Find a Job.