



Referral Coordinator

Qualifications:

- High School Diploma (or equivalent)
- Must have basic knowledge of medical terminology and health insurance.
- Must have working knowledge of CPT and HCPCS codes to ensure accurate referral processing, authorization requests, and coordination with payers and specialty offices.
- Must possess the ability to interact professionally and communicate well with physicians, patients, and co-workers.
- Must have up to date knowledge of HIPAA and adhere to the set guidelines on patient confidentiality.
- Must be able to multitask and work well under pressure.

Responsibilities Include (but are not limited to):

- Process and manage referrals and authorizations in a timely manner. (Including DME, Home Health, etc.)
- Demonstrate high-level knowledge of HMO and PPO health plans.
- Verify insurance coverage and obtain prior authorizations when required.
- Assist patients with referral-related questions and specialist information.
- Maintain accurate and up-to-date referral records in the electronic medical record (EMR) system.
- Complete departmental tasks within EMR in a timely manner throughout the day, with an emphasis on priority tasks such as patient messages that must be take care of same-day.
- Communicate with providers, clinical staff, and external offices regarding referral status.
- Ensure compliance with organizational policies, HIPAA regulations, and payer requirements.
- Ensure that help is rendered to any other department when needed.
- All other duties assigned by director or supervisor.

Hourly Rate: \$24 - \$26

Job Type: Full-time (Mon-Fri, 8:30am-5:30pm)

Location: Fountain Valley Office

Benefits:

- Health, Dental, Vision, Life Insurance
- 401k plan with generous match
- End-of-Year Bonus
- Referral Program
- PTO & paid holidays