
Referral Coordinator Resume

Job Objective

To become a part of your team and serve as Referral Coordinator.

Highlights of Qualifications:

- Extensive experience in health care practices and software navigation
 - Good knowledge of repairing of existing facilities
 - Comprehensive knowledge of office equipments and copier
 - Solid understanding of checking patient eligibility and appointment scheduling
 - Sound ability to understand Medicare and insurance companies
 - Extreme ability to analyze billings from medical providers
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Professional Experience:

Referral Coordinator
Sentara, Hazleton, PA
August 2012 – Present

Responsibilities:

- Assisted in verification of authorized services and charges.
 - Analyzed physician requests to support medical services.
 - Maintained outstanding accounts and documented files of referral patients.
 - Executed contractual agreements between hospitals and physicians.
 - Provided guidance for providers regarding health care routes.
 - Resolved inquiries relating to health policies and programs.
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Referral Coordinator
SMG, Hazleton, PA
May 2009 – July 2012

Responsibilities:

- Managed patient referral databases and assisted in clinical appointments.
 - Provided guidance in services for health center patients.
 - Implemented processing of patient referrals and clinical data.
 - Conducted data entry of insurance data in computer system.
 - Assisted in checking of Medicare benefits and eligibility.
 - Participated in screening of Intake calls and developed referral requests.
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Education:

Bachelor's Degree in Social Work
Lake Superior State University, Sault Sainte Marie, MI

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