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## Referral Specialist Resume

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### Job Objective

Seeking a position as Referral Specialist in which my abilities and experience can aid in the growth of the company.

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### Highlights of Qualifications:

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- In-depth knowledge of medical terminology
  - Profound knowledge of cardiac related terminology and procedures
  - Ability to identify various components of cardiac testing, evaluations and diagnosis
  - Ability to communicate effectively on the telephone
  - Ability to coordinate multiple tasks in an orderly fashion
  - Ability to interact with physicians, team members and patient population
  - Possess excellent computer skills and solid typing speed and accuracy
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### Professional Experience:

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Referral Specialist  
WellPoint, Inc, Englewood, CO  
May 2006 – Present

- Screened preauthorization requests.
- Referred cases to preauthorization nurses for clinical review.
- Recognized and referred cases to preauthorization nurses for clinical review.
- Monitored department voice mail and processed preauthorization requests.
- Confirmed appointment with patients.
- Maintained telephone service standards in compliance with departmental goals.

Referral Specialist  
Aurora Health Care, Englewood, CO  
March 2003 – April 2006

- Maintained clinic database of payer authorization requirements.
  - Gathered all pertinent information from referring physician office for a new consult.
  - Checked the patient demographics on all new referral patients.
  - Created charts for fresh patient appointments schedule; including satellite consults.
  - Assisted the Scheduling Supervisor to solve referring office scheduling issues.
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### Education:

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High School Diploma  
Land O'Lakes High School, Land O Lakes, FL

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