



**Job ID:** Back Office Assistant – Referral Coordinator

**Location:** Northwest – Team Laroche

**Position Type:** Full –Time

**Job Summary:**

Obtain Prior Authorizations for Procedures  
Schedule Procedures, Inform Patients of Test and Schedule follow ups  
FMLA and Disability forms  
Home Health  
Participate in Clinic – Rooming and Discharging Patients  
Enter Encounter Forms  
Respond to Patient Portal Requests  
Scanning and Indexing  
Mail and Faxing

**Work Experience Requirements:**

Medical Experience minimum of 2 years  
Highly organized with ability to multi-task  
Knowledge of CPT, ICD9/10 Codes  
Bilingual Preferred

**Education Requirements:**

High School Diploma or equivalent  
Medical Assistant Certified preferred