



## **Back Office Assistant/Referral Coordinator**

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

**Contact Person:** Sundari Allen

**Location:** Northwest and Henderson

**Position Type:** Full –Time

### **Job Summary:**

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

### **Work Experience Requirements:**

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

### **Education Requirements:**

High School Diploma or equivalent  
Medical Assistant Certified preferred