

Location: Dallas, TX
Online Ad: Referral Coordinator

We are a Non-Subscriber Medical Network located in North Dallas. There is an opportunity to join our dynamic team as a Referral Coordinator in our Ancillary Resource Center (ARC). This is a chance to make a positive impact on the lives of patients by coordinating needed ancillary medical services with adjusters and providers.

RESPONSIBILITIES:

- Input requests for ancillary services into referral system.
- Audit request documentation for completeness and consistency; resolve any discrepancies.
- Provide follow up to ensure ancillary services are scheduled.
- Ensure imaging reports are received in a timely manner.
- Maintain ongoing tracking and appropriate documentation on referrals and reports.
- Assist with answering main phone line as needed.
- Participate in special projects as requested.

QUALIFICATIONS:

- College degree preferred but not mandatory
- Strong customer service focus
- Effective and accurate verbal and written communication skills
- Proficiency in Microsoft applications particularly Outlook, Word and Excel
- Typing with minimum of 40 wpm
- Ability to work as an integral part of a team
- Organized and able to manage competing priorities
- Good judgment
- Attention to detail
- Resourcefulness in problem solving
- Able to take and follow through with delegated tasks and accountability
- Stable work history

BENEFITS:

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive pay and an extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

TO APPLY:

Fax resume with salary requirements to 214.231.7424