

Robert Smith

Referral Clerk/Supervisor

PERSONAL STATEMENT

This position will also provide support to internal staff and demonstrate excellent customer service with patients. The primary job function will be processing a high volume of referrals for new and existing patients.

WORK EXPERIENCE

Referral Clerk/Supervisor

ABC Corporation - September 2010 - November 2014

Responsibilities:

- Managed Care Director and is supervised by the referral Clerk Supervisor.
- Enters data into the system to generate authorization numbers.
- Maintains required logs pertaining to prospective, retrospective, denials and etc.
- Coordinates with patients, Managed Care Departments, hospitals and health plans on referral issues.
- Assisting providers and specialists with the referral process.
- Verified all insurance benefits for each patient.
- Provided customer service to all patients who needed appointments or had issues to relay to nurses and the Doctor.

Referral Clerk/Supervisor

ABC Corporation - 2005 - 2010

Responsibilities:

- Ensure complete and accurate registration, including patient demographic and current insurance information.
- Assemble information concerning patients clinical background and referral needs.
- Contact organizations and insurance companies to ensure prior approval requirements are met.
- Review details and expectations about the referral with patients.
- Ensure referrals are addressed in a timely manner.
- Remind patients of scheduled appointments via mail or phone..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

MS

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Typing, 10 Key, Microsoft Office, Microsoft Word, Phones, Customer Service, Data Entry.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)