



Referral Coordinator – Full Time

Date: 03/04/2019

Location: Marysville

Duties include but are not limited to:

- obtaining insurance authorizations as needed
- coordinating appointments with specialist's office as needed
- contacting patients with authorization information as needed
- other administrative tasks as needed

Job Requirements:

- Reliable, punctual and committed to providing quality care
- Ability to multi-task and flexible changing job duties throughout shift
- Must be team-minded, friendly, self-driven, and professional
- Good communication skills as well as time management and organizational abilities
- At least one-year experience in a medical office
- Must be familiar with HIPAA practices
- Centricity or other EMR experience preferred

We need an organized individual who can work well in a team environment as well as independently.

Schedule: 40 hours per week –**Salary:** DOE

Please send cover letter and resume to: rtaylor@wwmedgroup.com