

YOAKUM COUNTY HOSPITAL

Denver City, Texas

JOB DESCRIPTION

Supervisor: Clinic Manager

Department: WTMC

Job Title: Referral Specialist, Full time

Schedule: Monday – Friday 8:00am-5:00pm

JOB SUMMARY: Processes patients that are referred by Clinic Physicians to specialists. Advises referred patients of special needs in coordination with the referral appointment. Makes arrangements for required procedures with hospital departments. OSHA Bloodborne Pathogens Class III.

JOB QUALIFICATIONS:

- A. Education: High School graduate or equivalent.
- B. Personal Job-Related Skills: Typing speed of 45 wpm, operation of ten key adding machine/calculator. Familiar with operating personal computers and knowledge of general clerical duties.
- C. Licensure, Registry or Certification: None required.
- D. Experience:
 - 1. Prior Work Experience: One year office experience in a healthcare office desirable.
 - 2. Technical Training: None required.

- E. Physical and Mental Requirements: Duties of the position require intermittent walking, sitting, and standing. Some bending, stooping, and reaching is required with the lifting of items up to a weight of 20 pounds. The ability to comprehend and follow routine written or verbal instructions or directions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Processes patients who are referred to specialists.
- B. Performs duties in person of other clinic business office requirements.
- C. And other duties assigned.

OTHER SIGNIFICANT REQUIREMENTS:

- A. Maintains HIPAA required and all other confidentiality while working with confidential matters on a daily basis.
- B. Provides service direct to patients while maintaining a positive customer relations atmosphere
- C. Performs duties in related departmental functions as directed by the Administrator or Department Supervisors.
- D. Follows safety guidelines and policies for the Hospital.