



FBICC Employment Opportunity

JOB TITLE: Referral Coordinator

SUPERVISOR: Clinic Director

DEPARTMENT: Warner Mountain Indian Health Center

FLSA STATUS: Non-exempt

WORK TYPE: 20 hours per week

SALARY: \$15-\$20 per hour, depending on experience

Job Summary

The referral coordinator is responsible for sending, tracking and closing referrals for specialty and dental care, as well as imaging orders. The referral coordinator will also assist with coordinating transportation for tribal members.

Job Duties

- Obtain prior authorization when necessary
- Prepare and fax referral documents to destination
- Generate referral tracking list and follow up on previously ordered referrals
- Facilitate referral scheduling
- Facilitate transportation for tribal members with clinic driver or Partnership Health Plan

Qualifications

- High school diploma
- Computer proficiency
- Experience with Microsoft Office, especially Microsoft Excel
- Experience with using an electronic health record
- Provide excellent customer service to our patients
- Must be able to work well with clinic team

FBICC is an equal opportunity employer; however, preference in hiring is given to qualified Native American Indians in accordance with the Indian Preference Act (Title 24 U.S. Code, Section 472 and 472). Applicants claiming Indian preference must submit verification of Indian descent certified by tribe of affiliation or other acceptable documentation of Indian Heritage. Qualified Veterans must submit form DD214 "Honorable Discharge." A copy must be attached with application.