



https://healthpointe.net/?post_type=jobs&p=19126

Workers' Compensation Referral Coordinator

Description

HEALTHPOINTE IS SEEKING A WC REFERRAL COORDINATOR TO JOIN OUR GROWING COMPANY

Healthpointe is a leading multidisciplinary healthcare organization that offers a full range of medical services in practice locations throughout Southern California (Los Angeles County, Orange County, San Bernardino County and Riverside County). Our specialty services include but are not limited to [orthopedic care](#), [occupational medicine](#), [acupuncture](#), [chiropractic care](#), [physical therapy](#), [weight management](#), [sports medicine](#), and more. Leading our organization is a dynamic team of healthcare professionals who continually strive to be at the forefront of medical innovation and healthcare service delivery

At Healthpointe, we recognize that our employees are our greatest assets when it comes to providing exceptional care to our patients. That is why Healthpointe is dedicated to hiring the most skilled and highly qualified staff to uphold our standards of care.

Responsibilities

The Referral Coordinator prepares clinical data, obtains authorizations and acts as liaison between patient, medical assistants, physician, employers and insurances. The WC Referral Coordinator's job duties consists of relying on instructions and pre-established guidelines, performs any combination of daily clerical duties in accordance with Healthpointe policies, procedures and applicable regulations, and working under direct or indirect supervision.

- Obtains authorization as needed to process patients for Workers Compensation services needed.
- Arranges appointments for services.
- Admits patients into computer system in accordance with client company protocols.
- Answers incoming telephone lines in accordance with company procedures and directs the caller accordingly.
- Checks-out patients either via computer system according to procedure and distributes records according to the Employer's protocols.
- Files paperwork, medical records and correspondence according to defined company procedure.
- Schedules patients with appropriate providers.
- Follows HIPAA guidelines and safety rules as outlined in training received.
- Assists in processing patient referrals as required.
- Attends center staff meetings.
- Participates in ongoing training.
- Performs other duties, as assigned.

Qualifications

- Must have professional phone etiquette
- Must be punctual and well organized

Hiring organization

Healthpointe

Employment Type

Full Time

Industry

Healthcare

Job Location

Colton

Date posted

September 15, 2021

- Must be computer savvy and proficient in Microsoft Outlook and Excel
- Understanding and adhering to HIPAA, PHI, and DMHC guidelines
- Familiar with ICD-10 and CPT codes
- Familiar with insurance guidelines
- Capable of prioritizing workflow and able to ensure deadlines are met
- Knowledge of Chartbase and Microsoft Outlook desirable.
- Computer keyboarding skills, and experience with MS Office.
- Bilingual preferred

Job Benefits

We provide competitive benefits;

- Competitive compensation based on skills and experience
- Excellent medical/dental and vision coverage
- Flexible Benefits – choose what you like, ignore the rest
- Sick time
- Holiday pay
- Vacation time

Contacts

If this sounds like something you can achieve in, then apply today!