

POSITION: REFERRAL CLERK

POSITION SUMMARY

The Systems Referrals Clerk reports to the Clinic Coordinator and is responsible for coordinating all patient referrals at the request of the Provider. The Systems Referral Clerk functions as a member of the clinical team in delivering quality patient care.

POSITION ACCOUNTABILITIES

1. Coordinates all patient referrals at the request of the Provider (s) within the HMS system.
2. Obtains Preauthorization when required.
3. Schedules all appointments, coordinating with the patient and the outside Provider.
4. Notifies patient of said appointment(s) and gives necessary instructions as needed
5. Enters all referrals into the current electronic medical record software system.
6. Tracks all referrals within the system
7. Record reports as they are received from both inside and outside the HMS system Provider (s).
8. Ensures that all referrals are followed up and reports from referred providers are entered into the medical record and that HMS providers are notified that the referral process has been completed.
9. Ensure that all appropriate documentation is included with referral.
10. Will adhere to established safety practices and standards.
11. Completes other duties as assigned.

MINIMUM QUALIFICATIONS

High School graduate or equivalent.
Personal computer experience

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326