To: Employment Counselor Date: 05/15/2024



Sacramento, CA, 95828

# Respiratory Support Representative - Travel - SCAH (Sacra...

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.00 to \$20.00 hourly Employment status: Contract / Temporary

### Description

Robert Half Healthcare is hiring for a Referral Coordinator for a Healthcare Provider in the Greater Sacramento Area

## Responsibilities include:

- Build authorization, match ICD-10 codes with procedure codes
- Input HIPAA information, call physician offices to verify testing, collect copay's and deductibles.
- Enter in ICD-10 codes for quotes and authorizations on inpatient outpatient procedures and referrals to outside providers.
- Conduct the entire office's EHR process and create a system to track old and new patient's records.
- Research referrals and either deny or approve based on information obtain and appropriately identify diagnosis
- Maintain confidentiality by following all applicable HIPAA regulations.
- Maintain accurate EMR documentation of all services provided

#### Requirements:

2 years of experience with referrals

Knowledge of medical terminology

High School Diploma or GED

For immediate consideration, please contact Sadaf Ahmadi at 916.245.1589.

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