

**ANTHONY L. JORDAN HEALTH CENTER  
JOB ANNOUNCEMENT  
JULY 1, 2010**

**JOB TITLE:** Referral Clerk

**DEPARTMENT:** Family Medicine

**REPORTS TO:** Family Medicine Supervisor

**FLSA:** Non-Exempt

**JOB PURPOSE:** To obtain medical referrals for specialty appointments and other duties as related to the operations of the Family Medicine Department.

**MAJOR RESPONSIBILITIES:**

1. Obtain and process all patient referral and related inquiries, including pertinent information such as progress notes, summary's, etc.
2. Check patient insurances prior to obtaining referrals. Update referrals for in-house specialty appointments (i.e. Podiatry, etc.)
3. Correspond with providers re: correspondence and other issues relating to the referral process.
4. Interpret as necessary to facilitate patient care.
5. Perform "back-up" as follows in case of prolonged absence/vacancy:  
Clerk/Interpreter/Transportation Clerk/Receptionist Duties. Appropriate training will be provided prior to any "back-up" is performed.
6. Operation of the following equipment: Computer keyboard, copier, reader-printer machine and fax, as required.

**EDUCATION AND EXPERIENCE REQUIRED:** GED required or High School graduate with college credits in medical records terminology/anatomy and physiology a plus. Previous experience in a medical record department desirable.

**LICENSES AND CERTIFICATIONS:** None required.

**SPECIAL SKILLS, KNOWLEDGE REQUIRED:** Must have good understanding of Center Confidentiality Policy as well as ethics regarding release of medical information. Attention to detail and absolute accuracy are very important so as not to accidentally place the Center in a high-risk situation. Ability to work with fellow workers in close proximity, ability to concentrate in a highly interruptive atmosphere. Good interpersonal human relation skills a necessity. Fluent in both English and Spanish a must.

**ANTHONY L. JORDAN HEALTH CENTER  
HUMAN RESOURCES DEPT.  
82 HOLLAND STREET  
ROCHESTER, NY 14605**

**E-MAIL:** [cmcmillan@jordanhealth.org](mailto:cmcmillan@jordanhealth.org) **FAX:** (585) 423-2868 **PHONE:** (585) 423-2824