

Referral Clerk - Job Posting: 4520509

Job Description

- Assures coordination of patient care with medical specialist by obtaining, verifying & providing required information.
- Experience in handling personal confidential information, appointment scheduling with extensive public contact preferred.
- Knowledge of AHCCCS and managed care plans, CPT and ICD9/10 books, and medical terminology

Credentials Needed

- Minimum of 1 year of experience in a primary care setting.
- High school diploma or GED.
- Basic computer skills and prior experience in Microsoft Office.
- Bilingual in English and Spanish preferred.
- Must have or be eligible to submit an application for an AZ Fingerprint card.