



**Clínica Msr. Oscar A. Romero Community Health Centers**  
**Job Announcement**

**Position Title:** Referral Coordinator  
**Status:** Full Time-Union, SEIU, Local 660  
**Starting Salary:** \$13.50 Per Hour, plus benefits  
**Department:** Medical  
**Position reports to:** Clinic Manager  
**Submit Resumes to:** [jobs@clinicaromero.com](mailto:jobs@clinicaromero.com)

**Position Summary:**

To assist patients to understand recommendations given by their health care providers; performs patient care functions; answers and screens medical calls; post patient's information to medical records and provides support in planning continuity of treatment.

**Responsibilities:**

- Discharge and arrange referrals or follow up appointments.
- Perform as a patient advocate and liaison for specialty providers and social service referrals.
- Arrange patients' appointments for continuity of care and other referrals.
- Provide health education to patients per provider request.
- Learn and use current MIS system.
- Adhere to HIPPA guidelines.
- Document follow-up done on providers' recommendation.
- Documents pertinent patient data.
- Assure timeliness of services rendered to patients.
- Assist with the collection of transportation vouchers/tokens.
- Assist with translation when necessary.
- Assist when necessary with back office functions.
- Maintain activity/referral logs
- Maintains data/logs for: mammograms, Paps, STD, etc.
- Generate and route data forms to appropriate destination (billing, medical records, etc.).
- Review super bill forms.
- Maintains current CPR.
- Maintain and observe ergonomics safety precautions.
- Attend in-services and/or trainings.
- Performs clerical duties as assigned.
- Ability to move/lift up to 15 pounds.
- Other duties as assigned.

**Qualifications/Requirements:**

- Case Management certificate or 1 year experience in related position.
- High School graduate or equivalent
- Medical assistant certificate or 1 year experience in related position, if applicable.
- CPR certification

**Pico-Union/Westlake:** 123 SOUTH ALVARADO ST., LOS ANGELES, CA 90057. TEL: 213 989-7700, FAX: 213 989-7702  
**Boyle Heights/East Los Angeles:** 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528

**Email:** [developmentinfo@clinicaromero.com](mailto:developmentinfo@clinicaromero.com) **Website:** [www.clinicaromero.com](http://www.clinicaromero.com)



- Basic computer skills
- Bi-lingual English/Spanish
- Flexible hours
- Willingness to travel when required (if applicable must maintain a current driver's and vehicle insurance).

**Observes CMOAR policy/procedures regarding conduct in the work place:**

- Observe regulations on time card use and reporting
- Maintain attendance as per policy
- Maintain a clean and safe work area.
- Observe Fire and Safety policy and procedures.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/Dress standards
- Maintain the privacy and confidentiality of neighborhood committee members with regard to personal records and program issues development.
- Display clearly visible identification.
- Treats all employees, clients, neighborhood committee members with respect, dignity and in a courteous and professional manner in accordance to non-discriminatory policies and procedures.

**CLINICA MSR. OSCAR A. ROMERO IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**