

Nasson Health Care

A Department of York County Community Action Corp.

Nasson Health Care is a community-based health center located in Springvale, Maine. Our dedicated and highly-qualified medical, dental and behavioral health providers are committed to providing a professional and compassionate healthcare experience.

Referral Specialist

40 hours/week; 52 weeks/year

The Referral Specialist will work collaboratively with a team of health professionals to provide comprehensive primary care to patients while utilizing the Patient-Centered Medical Home model of care delivery. This position manages all aspects of patient referrals for subspecialty care and carries out a range of clinical support duties. The Referral Specialist:

- Processes outgoing referrals to Specialists in a timely manner.
- Verifies insurance eligibility, completes insurance referrals and prior authorizations as needed.
- Monitors referral status and follows up with Specialists.
- Maintains a referral tracking system.
- Compiles all pertinent patient information to send to Specialists.

Qualifications include: An Associate degree in Medical Assisting or health care related field preferred. Working knowledge of Patient Centered Medical Home standards and HIPAA privacy regulations. Minimum of three years' experience in a primary care medical practice. Proficiency in the use of at least one Meaningful Use-certified electronic medical record system, population health application and basic Microsoft applications. Ability to apply critical thinking skills in performing core clinical support functions. Demonstrated respect for cultural diversity in serving patients and families and in collaborating with other members of the practice team. A willingness to work some non-traditional hours. Ability to travel between YCCAC/Nasson' clinical sites. Must not have an active record in the System for Award Management (SAM) website.

Visit www.yccac.org for an application and complete job description. Completed cover letter, resume, and YCCAC employment application will be accepted until May 20, 2022. Resumes/applications may be reviewed upon receipt.

York County Community Action Corp.
6 Spruce Street, P.O. Box 72
Sanford, ME 04073
(207)324-5762 or 1-800-965-5762
Fax (207) 459-2838
apply@yccac.org
EOE