



## REFERRALS REPRESENTATIVE

Job Requisition #20-0047

Location: **South End Health Center**

Application Deadline: **Until Filled**

Hours Per Week: **40**

Status: **Full Time (1.0 FTE)**

Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

### Essential Duties

The Community Health Centers of Burlington is recruiting for a Referrals Representative! The Referrals Representative is responsible for processing all aspects of the patient referral process, and the forwarding of patient records as requested according to policies and procedures. This position serves as a key liaison between internal CHCB staff, patients, as well as external health care offices to ensure timely processing of patient referrals.

### Basic Qualifications

#### Education and Experience

- High School Diploma or GED.
- Six months experience in a medical office setting using computers and medical office software applications and providing service to internal and external customers.

#### Knowledge, Skills and Abilities

- Ability to understand and follow strict confidentiality policies and procedures.
- Ability to convey detailed information, ensuring others understand
- Ability to give full attention to what others are saying, understand the points being made and asking appropriate clarifying questions.
- Ability to work and problem solve on an individual level as well as part of a team.
- Strong organization, prioritization and time management skills
- Ability to operate standard office equipment including fax machines, copiers and computers
- Ability to electronically file information and retrieve electronic files quickly and accurately

To apply for this position, please send a resume and cover letter to: [HR@CHCB.org](mailto:HR@CHCB.org)

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

**Learn More! See our Website at [www.chcb.org/careers/positions-available](http://www.chcb.org/careers/positions-available)**