

## **Referral Specialist**

### **Referral Specialist Role**

- Acts as liaison between patient, practice team and outside agencies
- Acts as a resource for patients, providers, staff and external customers
- Educate patients their role in the referral process

### **Referral Specialist Tasks**

- Schedules and communicates referral appointments to family/provider
- Sends referral communication, labs, tests to physician receiving patient
- Tracks compliance with referred appointment
- Retrieves referral communication from specialist/ancillary service in timely fashion
- Directs information to the appropriate team clinician