

POSITION OPENINGS FOR

Intake Referral Coordinator

Company Description

Our practice is a health care group based in Norwood and Weymouth. We have been dedicated to providing the highest quality services to children, adolescents, adults, and families in a caring, patient-friendly environment since 1994. We have a strong commitment to a positive working environment. We are a strong business with expanding administrative needs.

Location: Weymouth, MA

Position Summary

This position assists in the processing of potential new patients for all services to the Practice. This position assists the clinical staff and Directors in all aspects of office operations as needed.

Hours:

- Full-time (40 hours per week)
- Includes evening and weekend

Responsibilities include, but not limited to:

- Manage intakes/referrals from various referral sources
- Intake phone calls as the first point of contact for individuals/families in need of services
- Insurance pre-verification
- Sending intake packets
- Starting new clinical files for doctors
- Administrative support for clinical services
- Scheduling
- Interfacing with doctors and patients
- Filing and Scanning
- Sending letters to PCP's
- Preparing records requests
- Secondary Reception coverage
- Office organization
- Specialized Shipping
- Opening and closing office procedures
- Keeping waiting room neat
- Light office cleaning/maintenance as needed
 - e.g., Load and empty dishwasher, vacuum as needed, etc.
- Moving boxes, furniture and equipment
- Other general office/administrative support for doctors, etc.

Required skills:

- Strong interpersonal and phone skills.
- Strong written and verbal communications skills.

- Professionalism and team-oriented approach a must.
- Balance of nurturing and resolute styles in working with families.
- Great 'multitasking' abilities.
- Proven record of job or educational stability.

Education & Training

- High school diploma required
- 1 year experience in Healthcare or similar capacity
- Experience with Practice Management software
- Microsoft Office proficiency

Benefits may include:

- Health plan
- Dental plan
- Dependent Care Reimbursement
- Paid time off
- Employer contribution to retirement program.

For consideration please send a resume and a cover letter detailing your experience, availability for the hours, and your salary expectations to Jobs@cfpsych.org.