



Position Opening for Medical Records Specialist

Child and Family Psychological Services, PLLC (CFPS) was established in 1994 and is a leading innovative behavioral health services provider. We have successfully maintained a positive work environment and excellent employee relations and loyalty. CFPS currently employs 220+ individuals and contracts with other service providers and is rapidly growing. We have a strong commitment to a positive working environment. We are a strong business with expanding administrative needs.

Location: Weymouth, MA

This position is a “team” position with the best interest of the entire Practice as the primary goal, but includes responsibility of maintaining medical records that is consistent with our system-wide Operations. This position assists leadership and the clinical staff in all aspects of office operations and requires flexibility in assigned tasks.

Hours: 40 hours/week

Essential Functions and Responsibilities include but are not limited to:

- Primary medical records specialist for all services within our Practice
- Manage all records requests from various parties
- Coordinate with clinicians the release of records
- Collect payment for records when applicable
- Track record requests
- Maintain records archive database and coordinate destruction of records
- Coordinate storage of records with vendor
- Scanning/uploading documentation from insurance companies into our EHR
- Administrative support for clinical services including:
 - Creating new patient charts in our EHR
 - Sending new patient paperwork
 - Sending letters to PCP's
- Interfacing with doctors and patients
- Secondary reception coverage including:
 - Collecting payment at time of service
 - Scheduling appointments
 - Phone coverage
- Other general office/administrative support for doctors, etc.

Skills and Qualifications:

- Strong oral and written communications skills
- Strong interpersonal and phone skills
- Professionalism and team-oriented approach a must
- Willingness and ability to adjust job tasks regularly
- Balance of nurturing and resolute styles in working with families
- Great ‘multitasking’ abilities
- Proven record of job or educational stability

Education and Training:

- High school diploma required
- Microsoft Office proficiency



Benefits may include:

- Paid time off
 - Health, Dental & Vision Plans
 - FSA/DCA & HSA plans
 - 401K with employer contribution
- Job Type: Full-time

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