

Opening for **Patient Services Coordinator, Part time – Wellesley MA**

Child and Family Psychological Services, PLLC (CFPS) is the largest private outpatient behavioral health practice in Massachusetts. CFPS is a rapidly growing practice with outpatient offices throughout the Boston suburbs, as well as having clinicians embedded in more than 20 primary and specialty care practices. We are committed to improving the health of those we serve by providing exceptional, personalized behavioral health care with dignity, compassion, and respect. Likewise, we are committed to maintaining a positive working culture and collaborative approach to operations.

CFPS is seeking is seeking a **Patient Services Coordinator**. This position reports to the Site Coordinator. This role provides administrative support to the practice operations of our growing Wellesley office.

Location: **Wellesley, MA**

This position is a “team” position with the best interest of the entire Practice as the primary goal, but includes responsibility for on-site coordination of Front Desk Reception 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.

Essential Functions and Responsibilities include but are not limited to:

- Reception/phone coverage
- Collecting payment at time of service
- Administrative support for clinical services
- Triage phone calls as the first point of contact for families in need of services
- Scheduling patients in person and by phone for main office locations
- Interfacing with doctors and patients
- Sending letters to PCP's
- Preparing records requests
- Starting new clinical files for doctors within our EHR
- Filing and scanning closed records
- Sending new patient confirmation letter/packets via email/mail
- Administrative tasks including lunch orders, sorting mail, faxing
- Opening and closing office procedures
- 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:

- Bachelor’s degree preferred
- 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: Part-time Monday, Tuesday & Thursday 3pm -8pm, Wednesday 3pm -8:30pm

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