



# Medical Affairs Clerk

CFG Health Network – InSight Telepsychiatry: Medical Affairs

## Position Summary

InSight Telepsychiatry and the CFG Health Network are seeking a medical affairs clerk to work in Marlton, NJ and connect regularly with a national team of colleagues. This fast-paced position is an excellent opportunity for an organized, professional and results-driven individual who has an interest in medical affairs, credentialing, behavioral health and telemedicine. This position is largely responsible for updating provider credentialing files with current information and documentation in order to maintain quality and deliver an excellent customer service experience for our providers and our partner organizations.

## Organization Overview

The CFG Health Network is a family of companies that provides behavioral health services across the spectrum of care. InSight Telepsychiatry is the telemedicine arm of the CFG Health Network and has a mission to increase access to quality behavioral health care through telehealth. InSight's behavioral health providers bring care into any setting on an on-demand, scheduled or connected services basis. With 18 years of telepsychiatry experience and an active footprint in telepsychiatry-related advocacy, InSight is recognized as an industry thought-leader. Collectively, the CFG Health Network companies share a management team and certain back-office functions. In addition to telepsychiatry, the CFG family of companies provides outpatient behavioral health services, hospital based programs including inpatient psychiatric services, ED evaluations, psychiatric crisis center intervention, medical/surgical services and healthcare services for correctional facilities.

## Job Responsibilities

- Assist medical affairs team in provider application evaluation
- Conduct follow-up and information collection to ensure complete applications
- Update and maintain medical affairs team databases
- Provide office support to the medical affairs team including:
  - o Data entry
  - o Mailing services
  - o Scanning, printing and faxing
- Order and track business cards and scripts for providers
- Help with medical affairs special projects
- All other duties as assigned

## Job Requirements

- High School Diploma
- Two years of experience working in an office setting
- Exceptional communication skills
- Strong organization and time management skills
- Ability to work independently and with a group
- Ability to multitask
- Experience with Outlook, Word, Excel, PowerPoint and information databases



### **Ideal Candidate**

- Credentialing or medical affairs experience
- Experience with credentialing databases
- Behavioral health industry experience
- Experience working with a diverse and remote team
- Strong focus on quality improvement

### **Logistics**

- Full-time position based in Marlton, NJ
- Position available November 2017
- Reports to director of medical affairs

To apply, please send your resume and a customized cover letter to [recruiting@in-sight.net](mailto:recruiting@in-sight.net).

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.*

EOE M/V/F/D