

Credentials Specialist

Employee Status: Regular

Hours Per Pay Period: 80

FTE: 1.0

Shift: Days

Shift Length: 8 hours

Weekend Coverage: Not Applicable

Call Coverage: No

Description: Top duties include: Physician Liaison between Professional Staff and outside facilities in credentialing and privileging by assisting in processing Initial and Reappointment Applications at multiple Facilities.

Department Overview

Professional Staff Services provides administrative support to professional staff leaders and committees, manages professional staff credentialing and privileging, processes allied health professional authorizations, and deploys physician liaison services to promote communication between the hospital and its professional staff. Professional Staff Services includes professional staff coordinators, credentials specialists, credentials assistants, and physician liaisons. Children's Professional Staff, the medical staff organization of the hospital system, includes physicians, dentists, podiatrists, audiologists, advanced practice nurses, psychologists, social workers, genetic counselors, and pharmacists.

Position Summary

The Credentials Specialist serves the credentialing needs of Children's and its Professional Staff to meet the standards of the Joint Commission and the National Committee for Quality Assurance, as well as enhancing the safety of patients and the quality of clinical care in the Children's system. The role adheres to the Credentials Office Policies and Procedures; the Policy on Appointment, Reappointment, And Clinical Privileges; and the Bylaws of the Professional Staff.

Qualifications:

Required:

- * High School graduation
- * One year credentialing or medical administrative assistance experience
- * Strong organizational Skills
- * Strong written and verbal communication skills
- * Strong attention to detail and ability to adhere to strict procedural guidelines and timelines
- * Ability to work independently in performing the work of the role while also being a strong

team member

Preferred:

- * Associate's degree
- * CPCS or CPMSM certification
- * Two years experience in a medical staff office, managed care credentialing or central verification credentialing organization
- * Experience with credentialing medical staff files and processing primary source verifications
- * Knowledge of credentialing regulations
- * Familiarity with basic medical terminology

<http://childrensmn.taleo.net/careersection/ex/jobdetail.ftl?job=180270J3&tz=GMT-05%3A00>