

# SENIOR CREDENTIALING ASSISTANT

You'll be fulfilled knowing how important your work is to patients and the community as a Senior Credentialing Assistant for CentraCare Health.

Click anywhere on this page to apply!

You'll perform critical credentialing duties for CentraCare Health including the application and reapplication process for providers requesting Hospital Medical Staff Membership and clinical privileges, or the application and reapplication process for health plans and outreach hospitals.

The Senior Credentialing Assistant ensures compliance with the Joint Commission, NCQA, Centers for Medicare/Medicaid Services, and other laws or Hospital policies.

You'll support CentraCare Health Administrators, Clinic Coordinators/managers, St Cloud Hospital Vice President, Medical Affairs, Credentials Committee members, Chief of Staff, Chief of Staff Elect, members of the Medical Staff, physician groups, Advance Practice Providers, the medical staff office and support staff from other health care facilities, health plans, and vendors.

## EDUCATION:

Two years business college or three years equivalent experience required in lieu of education

## EXPERIENCE:

Two years hospital and/or health plan credentialing or related experience required

Related experience would be considered business office, administrative or any other customer service/detailed orientated position

## PREFERRED QUALIFICATIONS:

- CPCS or CPMSM certification through NAMSS preferred
- National Association Medical Staff Services (NAMSS) membership preferred
- Minnesota Association Medical Staff Services (MAMSS) membership preferred

CentraCare Health has made a commitment to diversity in its workforce and all individuals, including, but not limited to, individuals with disabilities, are encouraged to apply. CentraCare Health is an EEO/AA employer.

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# CENTRACARE Health