



Medical Staff Credentialing Coordinator

Coordinates all aspects of the credentialing and re-credentialing process for Northfield Hospital's medical staff in accordance with established regulatory and policy requirements.

Responsibilities:

- Initiate, coordinate, and process all credentialing, re-credentialing, and privileging documentation on initial applications and reapplications from new and existing providers.
- Prepare materials for the Executive Committee and Board of Directors for appropriate action/recommendation. Attend monthly Credentialing Committee meeting.
- Is the primary resource on credentialing for internal counterparts, providers, and external contacts.
- Participates in activities to develop and improve materials, policies, and procedures to support day to day operations.

Qualifications:

- H.S. Diploma or equivalent; Bachelor's degree preferred.
- Minimum of 1 year staff credentialing/privileging experience in a hospital environment.
- Prefer CPCS certification (Certified Provider Credentialing Specialist).
- Comfortable interacting with all levels of the organization.
- Experience with Microsoft Office Programs.

Schedule:

- Fulltime; 40 hours/week
- Monday-Friday, flexible day hours

About Us:

Northfield Hospital & Clinics is an independent, nonprofit healthcare system with a history of serving Northfield and the surrounding area for over 100 years. We provide a full spectrum of services with primary and specialty care clinics in Northfield, Lonsdale, Farmington and Lonsdale in addition to our Hospital and Long-Term Care Center in Northfield. With over 800 employees our culture is built on teamwork, collaboration, and personal patient care.

Apply today! www.northfieldhospital.org/careers