

University of Minnesota Physicians Lead Credentialing & Provider Enrollment Specialist

Location: Minneapolis, East Bank

Job Time: Full Time

Hours: 40 per week

Job Number: R0007659

Link: https://umphysicians.wd1.myworkdayjobs.com/umpcareers/job/Minneapolis-MN/Lead-Credentialing---Provider-Enrollment-Specialist_R0007659

As the multi-specialty group practice for the faculty of the University of Minnesota Medical School, University of Minnesota Physicians has more than 950 physicians and 1,600 health professionals, providing clinical care in over 100 specialty and sub-specialty areas. Our mission is three-fold: delivering exceptional patient care, advancing medicine through research, and training the next generation of health professionals.

Under the direction of the Provider Enrollment Manager, the Lead Provider Enrollment Specialist applies administrative skills and knowledge to support the functions of the Provider Enrollment/Credentialing department. Helps coordinate, train, and prioritize work with the department. Facilitates state licensing, DEA registration, and liability insurance applications/ renewals for practitioners. Independently coordinates activities to ensure completion and maintenance of the provider enrollment functions for UMPPhysicians. Serves as a mentor and resource for other Provider Enrollment Specialists. Manages special projects and oversees completion of complex tasks as directed by the manager.

Job responsibilities include, but are not limited to:

- Timely completion and submission of credentialing/provider enrollment applications for all providers; facilitation of state licensing, DEA registration, and liability insurance applications/renewals.
- Assurance of timely completion of reappointment/re-credentialing forms.
- Serves as a liaison between the CSUs, hospital medical staff offices, and contracted third party payers in coordinating the credentialing /provider enrollment processes.
- Responsible for timely and accurate maintenance of information in the credentialing databases and resolution of system edits.
- Supports and adheres to the UMPPhysicians Compliance Program, including the Code of Ethics and Business Standards.

In order to qualify for this role you must possess:

- Associate degree or minimum three years administrative support experience in lieu of Associate degree required.
- Three years of experience in a healthcare business office or third party payer setting with basic knowledge of regulatory requirements for credentialing and privileging.
- Working knowledge of office products and credentialing/ enrollment software required. Critical thinking and data analysis skills.
- Ability to craft correspondence clearly taking into consideration the audience knowledge.
- Intra-personal and team-building skills; excellent verbal and written communication skills; ability to problem solve and resolve conflicts; demonstrated organizational and time management skills.
- Proven respect for confidentiality and attention to detail.

UMPhysicians offers competitive salary and excellent benefits and provides you with the opportunity to enhance your career in the exciting field of health care through rewarding and challenging assignments and the opportunities for advancement.