

ALLINA HEALTH
JOB DESCRIPTION CREDENTIALS SPECIALIST

JOB INFORMATION

<i>Identify the job title to be used and the applicable job codes, union and business units it applies to.</i>		
Job Title		
Credentials Specialist		
Job Code	Union	Business Unit
	NCT	Corporate Office
Date created/revised:	July 23, 2019	

POSITION PURPOSE

Process credentials files for hospital and delegated payer credentialing that contain dated, accurate, approved content. Communicate status of application directly to providers and administrators. Monitor all aspects of the application process and evaluate for a total picture of the applicant's background. Ensure credentialing files meet all regulatory agency requirements.

PRINCIPAL DUTIES

Principal Duties	Frequency Used	Details
Process initial and recredential files for the Medical staff and Advanced Professional Staff within Allina	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<ul style="list-style-type: none"> ▪ Import and process electronic data and files ▪ Review applications and other data for accuracy and completeness. ▪ Primary source verify required elements of the application ▪ Contact applicant or coordinator to resolve questions and/or to obtain missing information or documentation to fulfill established criteria ▪ Maintain regulations for communication ▪ Escalate issues to manager as soon as possible ▪ Maintain data in real time
Quality Management	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<ul style="list-style-type: none"> ▪ Collect and analyze data ▪ Import and enter data accurately and according to standards ▪ Maintain accuracy and timeline standards ▪ Review all images for accuracy and legibility
Regulatory and Compliance	<input type="checkbox"/> N/A <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<ul style="list-style-type: none"> ▪ Process files to meet and maintain regulatory and accrediting standards and bylaws (TJC, NCQA, CMS, DHS etc.) ▪ Understand and adhere Allina's principles and standards ▪ Protect data privacy at all times

QUALIFICATIONS

Requirements	Minimum Requirements
Education or Degree	Bachelor's degree or equivalent degree and experience
Licensure	NA
Certification	CPCS preferred
Registration	NA

Related Experience, Skills and Abilities	Electronic credential a plus, MSOW experience a plus
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POPULATION SPECIFIC COMPETENCIES

Level	Definition
<input checked="" type="checkbox"/> Level 0	Not directly involved in the care of patients and do not need to demonstrate competence in population specific care. Example: Administrative staff, cafeteria cashier.
<input type="checkbox"/> Level 1	Non-clinical staff with sufficient interaction with patients and families to make a difference in the outcome of care, treatment and services. Example: Patient Registration, Security.
<input type="checkbox"/> Level 2	Staffs with clinical accountability that need to adapt/modify care or treatment based on the patient's attributes in order to meet the patients and families care needs. Example: RN, Pharmacist, Respiratory Therapists.

ESSENTIAL FUNCTIONS/PHYSICAL DEMANDS

<i>Select the level which defines the physical capacities required of employees in order for them to perform their job.</i>	
Level	Definition
<input checked="" type="checkbox"/> Sedentary	Lifting up to 10 lbs. occasionally and/or negligible amount frequently
<input type="checkbox"/> Light Work	Lifting 20 lbs. maximum with frequent lifting and/or carrying objects weighing up to 10 lbs
<input type="checkbox"/> Medium Work	Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects up to 25 lbs
<input type="checkbox"/> Heavy Work	Lifting 100 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs
<input type="checkbox"/> Very Heavy Work	Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more