

## Credential & Compliance Coordinator

US-MN-Minneapolis

4 hours ago

**Requisition ID** 2019-40215   **Profession** Non-Clinical Professional   **Speciality** Administrative/Clerical/Customer Service   **Department** Medical Staff Services   **Shift** day  
**Hours per 2 weeks** 80   **Location** University of Minnesota Medical Center West Bank Hospital

### Overview

The Credentialing and Compliance Coordinator oversees the credentialing and recredentialing process for the UMMC Medical Staff which includes over 2300 providers. Implements programs, processes and procedures required for maintaining conformance with established policies, rules and regulations of the medical staff. Ensures timely and smooth of completion of the credentialing process. Reviews applications/reapplications and verifies accuracy. Ensures all materials and credentialing processes meet TJC/NCQA standards. Works with department chairs to address areas of concern. Assists and works with team members to address questions regarding processing of files, problem solving, identifies and assists with opportunities for improvement in credentialing processes, and develops new processes as needed. Provides training to new employees as requested by Director of Medical Staff Services. Assists in maintenance of department databases, associate files, and records on a regular basis. Utilizes project management skills to execute high level strategies around medical staff credentialing and process improvement initiatives.

### Responsibilities

- Supports credentials committee by preparing all relevant issues for discussion, researching issues in preparation for committee discussion as needed and ensuring complete and accurate information is presented to this committee. Tasks also include; taking minutes, following up on action items, and communicating credentialing decisions to providers and internal stakeholders.
- Partnering with System Credentialing office (CVO) to ensure timely and accurate processing of credentialing files
- Serves as support to the department director regarding issues of Joint Commission compliance.
- Supports department chairs in reviewing and authorizing credentialing files.
- Facilitates onboarding process for new providers.
- Assists with staff training as necessary to meet regulatory requirements.
- Ensure completion of monitoring and proctoring plans.
- Partners with providers applying for (re)appointment to the medical or professional staff to ensure that files are complete and accurate.
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- Proactively partners with medical department and hospital leadership to ensure credentialing needs are met.
- Reviews and maintains accuracy of all credentialing files.
- Identifies opportunities for improvement in credentialing processes and leads process improvement efforts.
- Upholds all TJC/NCQA standards, hospital bylaws, and other applicable credentialing policies.
- Assists with other projects and duties as assigned by Director.

### Qualifications

#### Minimum Education

- Bachelors degree in healthcare administration or related field or 5 years credentialing experience in a large health facility.

#### Preferred Education

- Advanced degree, project management/Six Sigma certified.

#### Preferred License/Certification/Registration

- CPCS or CPMSM from National Assoc. of Medical Staff Services strongly preferred upon hire or shortly thereafter.

#### Minimum Experience

- 3-5 years relevant experience

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