

Credentialing Specialist

Overview:

Responsible for processing, monitoring, maintaining and managing credentialing files in compliance with regulatory and accrediting bodies for initial credentialing, re-credentialing and third party, government payer enrollment and revalidation for Physicians and Allied Health Professional of the Medical Staff and Northwoods Surgery Center. Coordinate, verify and maintain files for accuracy and completion in a timely manner. Perform functions and carry out responsibilities of medical staff service functions.

Responsibilities:

- Responsible for maintaining, coordinating, processing and managing of credentialing and privileging file/s in an accurate and timely manner, for privileges and/or payer enrollment for initial and reappointment applications.
- Responsible for the essential duties of preparation, distribution, collection, verification and submission of applications for privileges and/or payer enrollment for initial, reappointment or resignations, in accordance with Medical Staff policies and procedures, Bylaws, CMS, TJC, includes pre-requisites forms and requirements for payer enrollees. (Independent and Government)
- Coordination and preparation of Medical Staff Committee meetings. (Prepare meeting, take minutes, process and distribute appropriate correspondence, calendars and follow up, etc.)
- Ensure that all expirables are reviewed, obtained and current. (Licenses, COI, certifications, OIG exclusion, collaborative/delegated agreements, etc.)
- Assist with various duties affecting Medical Staff Providers in regards to their credentialing and privileging. (i.e. elections, provider orientations)

Qualifications:

Completion of two-year college degree in business related field or two years of business/healthcare secretarial experience required.

This position requires excellent communication skills as well as detailed orientation skills, good keyboarding skills, and a basic business background. Ability to prioritize, organize, and work efficiently, exercising independent judgement and problem solving skills while working in a team environment is required. Knowledge of MS Office. Excellent command of spelling and the English language in order to present a professional administrative image through the written word.

Physical Demands:

Requires frequent sitting, some standing, walking, twisting, bending, or reaching. May require some lifting up to 15 lbs. Frequent use of keyboard, mouse, and telephone.

Typical Working Conditions:

This position works in an office setting with other Credentialing Specialists. Frequent contact in person, via email, and phone. Some interactions may involve dealing with upset people. Some interactions may involve meeting demanding or urgent deadlines.

To apply:

Apply online [here](#)

For questions, please contact Erica Johnson at ejohns54@range.fairview.org