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Provider Enrollment Specialist

 Minneapolis, MN

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About Us

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.



The Provider Enrollment Specialist applies provider enrollment/credentialing knowledge to efficiently coordinate provider enrollment/credentialing for providers. They facilitate state licensing, DEA registration, and liability insurance applications/ renewals and independently coordinate activities to ensure completion and maintenance of the provider enrollment and credentialing functions for U of M Physicians.

Responsibilities include:

- Timely completion and submission of credentialing/provider enrollment applications for all providers
- Facilitation of state licensing, DEA registration, and liability insurance applications/renewals; and assurance of timely completion of reappointment/recredentialing forms.
- Serving 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.
- Supporting and adhering to the University of Minnesota Compliance Program, including the Code of Ethics and Business Standards.

Requirements:

- Associate degree or minimum 3 years credentialing/enrollment experience in lieu of Associate degree required.
- Minimum of two years provider credentialing experience with technical 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 create correspondence clearly taking into consideration the audience knowledge.
- Highly developed 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.

Preferred:

- Post secondary education preferred or equivalent work experience
- CPCS certified
- In depth knowledge of provider enrollment/credentialing from a payer or medical environment preferred
- Experience using Microsoft Office products and One-

Follow Us

UMPhysicians has deep roots in the University of Minnesota Medical School, which has trained physicians since 1888. In 1997, 18 separate practice groups of physicians at the University united to form University of Minnesota Physicians.

Today UMPhysicians is an independent nonprofit governed by a board of directors. We own and manage more than 50 specialty clinics and five family medicine clinics and employ more than 900 physicians and 1,600 health professionals and staff. UMPhysicians contributes a significant portion of operating revenue to support the Medical School’s research and education priorities.

Application Instructions:

To apply to a position, click “Apply” and sign in with your account. If you are a new applicant with University of Minnesota Physicians, please select “Create Account”.