

Credentialing Coordinator

Job Location: Columbia Heights, MN

Requisition ID: 2019-41457

Specialty: Administrative

Shift: Day

Position ID: Non-Clinical Professional

Department: Central Credentialing

Hours: 80 per 2 weeks

Overview

Credentialing Coordinators work with medical and professional staff applying for appointment or reappointment to any single or combination of Fairview entities to ensure complete, timely and smooth completion of verification and privileging processes. Ensures all processes and verifications meet the National Committee for Quality Assurance and Joint Commission's (JC) standards. Credentialing Coordinators assist in establishing policies, procedures and job duties, and in staff training.

Responsibilities/Job Description

- Imports applications and enters data into the credentialing database
- Processes applications following policies, NCQA, and JC standards within the established amount of time and assuring quality goals are met
- Obtains verifications, run queries
- Reviews and assess all verifications to determine eligibility of applicants to meet criteria Flags any issues for further review
- Reviews and determines compliance with privilege criteria
- Determines completeness of applications through Quality Review processes
- Communicates with medical staff offices
- Assists in establishing policies, procedures and process improvements
- Assists in staff training
- Functions as a resource to customers and entities on credentialing and privileging issues
- Assists with other duties as assigned

Qualifications

Required

Education

- Two years business/technical college OR 2 years of experience in a credentialing related position

Experience

- 1 year experience in a credentialing related position. Would consider appropriate similar experience.

Preferred

Education

- Associate degree, medical terminology

Experience

- 2 years of hospital credentialing experience

License/Certification/Registration

- CPCS or CPMSM certification through the National Association of Medical Staff Services (NAMSS)

Option

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Fairview Health Services (fairview.org) is an award-winning, nonprofit health system providing exceptional care across the full spectrum of health care services. Joined by HealthEast in June 2017, Fairview is one of the most comprehensive and geographically accessible systems in the state, with 12 hospitals—including an academic medical center and long-term care hospital—serving the greater Twin Cities metro area and north-central Minnesota.

Its broad continuum also includes 56 primary care clinics, specialty clinics, senior living communities, retail and specialty pharmacies, pharmacy benefit management services, rehabilitation centers, counseling and home health care services, medical transportation, an integrated provider network and health insurer PreferredOne. In partnership with the University of Minnesota, Fairview's 32,000 employees and 2,400 affiliated providers embrace innovation to drive a healthier future through healing, discovery and education.

EEO/AA Employer/Vet/Disabled All qualified applicants will receive consideration without regard to any lawfully protected status.