



**JOB TITLE:** Credentialing Specialist

**LOCATION OR DEPARTMENT:** Business Office

**EXEMPT STATUS/GRADE:** Non-Exempt/

**REPORTS TO:** Credentialing Manager

**SUPERVISORY RESPONSIBILITY:** None

**SUMMARY OF POSITION:** The specialist works directly with physicians to complete their Health Plan Enrollments and Hospital Reappointment Applications. The specialist will also track expired applications and enter CMEs into system and do other duties.

**ESSENTIAL FUNCTIONS:**

- Apply knowledge/skills to activities that often vary from day to day.
- Completes health plans and hospital application on behalf of the physicians and/or practitioners.
- Works with physicians and/or practitioners to ensure applications are complete.
- Review all applications accurately and gather all necessary documents prior to submitting to hospitals and health plans in a timely manner.
- Assist hospitals and health plans with information needed to maintain the physicians and/or practitioners files.
- Obtain missing or additional information to complete application.
- Respond to telephone and email in a timely manner.
- Ability to organize work and follow detailed procedures.
- Ability to effectively manage changing priorities and work with frequent interruptions.
- Weekly/monthly monitoring of expired documents.
- Communicate with physicians on expired documents.
- Maintain CME's, and notify physicians of CME's totals.
- Effectively communicate with manager and team.
- Dependable – consistently at work and on time.
- Incorporate company values into daily interactions with internal and external customers.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

- Associates' degree or HS diploma/GED with one year of equivalent work experience.
- Ability to work independently with minimal supervision.
- Remain focused and on task.
- Strong organization and planning skills.
- Advanced knowledge with MS Excel and Word.

**DAILY PHYSICAL DEMANDS REQUIRED FOR PERFORMING ESSENTIAL FUNCTIONS OF THE JOB:**

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Requires lifting papers or boxes up to 30 pounds occasionally.



**ENVIRONMENTAL/WORKING CONDITIONS:**

- Work is performed in an office environment.
- It involves frequent contact, in person and on the telephone, with associates and the public.
- Work may be stressful at times. Contact may involve dealing with upset people.

**DATE APPROVED BY SUPERVISOR(S):** 12/01/2019

DISCLAIMER: The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. The Company reserves the right to amend and change responsibilities to meet Company needs as necessary. The relationship of anyone in this position with the Company is at-will.

If interested, please apply at:

<https://secure4.entertimeonline.com/ta/6013624.careers?rnd=BNX&JobsSearch=1>

