



Medical Staff Credentialing Coordinator

Supports the credentialing processes at Methodist Hospital under the supervision of the Medical Staff Office Manager. Responsible for accurate preparation and analysis of all credentials and OPPE/FPPE documentation to ensure initial appointment, transfer, reappointment and resignations and other pertinent activities occur within established time frames and according to Methodist Hospital bylaws. Maintains accurate clinician information in software applications and ensures appropriate systems access is implemented for clinicians and students. The Coordinator is responsible for supporting the work of the Methodist Hospital Credentialing Committee.

Education/Experience:

3 years credentialing experience (including credentialing and privileging of licenses independent practitioners and allied health providers preferred. Bachelor's degree strongly desired. Experience in a health care environment preferred.

Special Knowledge/Skills/Certifications/Licenses:

Professional Credentialing Specialist (CPCS) and/or Professional medical Staff Coordinator (CMSC) certifications strongly preferred.