

Credentialing Coordinator

Stellis Health has a **part-time (24 hours/week)** Credentialing Coordinator position available at our Buffalo Clinic location. This position has the potential to increase to full-time hours.

Stellis Health, PA is a physician-owned group of clinics with over 55 providers in three locations. We have clinics in Buffalo, Monticello and Albertville-St. Michael. We are a community-based practice comprised of primary care and specialty Physicians, Physician Assistants, and Nurse Practitioners. As an independent practice, we work with a variety of health systems and specialty physician groups so we can bring together the very best care for our patients.

Position Summary

The Credentialing Coordinator is responsible for coordinating the credentialing process for Stellis Health physicians and Advanced Practice Providers. Primary responsibility is to ensure that physicians and providers are credentialed, appointed, and privileged with health plans, hospitals, and patient care facilities. The Credentialing Coordinator will also be responsible for coordinating medical student education and clinic rotations.

Essential Duties and Responsibilities:

- Responsible for maintaining compliance with regulatory and accrediting bodies.
- Reviews provider applications and documentation for accuracy. Contacts applicants to resolve discrepancies and/or to obtain missing information or documentation to fulfill eligibility criteria.
- Collects and analyzes verification information.
- Validates discrepancies and ensures appropriate resolution/follow-up.
- Performs hospital and health plan/third party payer credentialing and re-credentialing processes and procedures in a timely manner.
- Reports on the status of processing applications to the appropriate persons.
- Monitors and assures that providers maintain current licensure, DEA, board certification and other required certifications.
- Tracks CME status for providers on an annual basis.
- Serves as primary liaison between Stellis Health and medical school programs.
- Coordinates information related to incoming medical students (applications, scheduling, training, orientation, credentialing, etc.).
- Other related duties as assigned.

Skills, Knowledge and Abilities:

- Strong knowledge and understanding of the credentialing process and standards.
- Ability to manage and organize work and handle multiple tasks.
- Excellent verbal and written communication skills.
- Ability to research, analyze, and draw inference from findings and prepare reports.
- Working knowledge of clinical and hospital operations and procedures.
- Knowledge of insurance and medical terminology.
- Demonstrated ability to maintain high degree of confidentiality.

Requirements:

- Associate degree
- 2-5 years of medical credentialing experience
- Experience with hospital and clinic credentialing
- Credentialing certification preferred

Please forward your resume to Lindsay Reiter at Lindsay.reiter@stellishealth.com