

Credentialing Coordinator

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

- 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)