



When all employees are embraced, respected, we will build a collaborative, equitable, inclusive and anti-racist culture where everyone thrives.

Job Class: Office and Administrative Specialist, Senior

Working Title: Credentialing Specialist

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 08/23/2023
- **Closing Date:** 09/26/2023
- **Hiring Agency/Seniority Unit:** Human Services Dept / DHS Central Office AFSCME
- **Division/Unit:** DCT Support Services / DCT Administration
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday – Friday
- **Work Hours:** 8:00 a.m. – 4:30 p.m.
- **Travel Required:** No (potentially up to 5% to go to locations)
- **Salary Range:** \$19.87 - \$26.89/hourly; \$41,488 - \$56,146/annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 206 - Clerical/AFSCME
- **Work Location:** This team is currently Teleworking; however, this may change in the future with notice
- **FLSA Status:** Nonexempt
- [Connect 700 Program Eligible: Yes](#)

Job Summary

The Minnesota Department of Human Services (DHS) is seeking qualified and enthusiastic individuals to join our Credentialing team within the Direct Care & Treatment (DCT) Division of the agency.

The Credentialing Specialist handles the credentialing/privileging and re-credentialing of the Direct Care & Treatment Medical Staff and Allied Health Professionals. The Credentialing Specialist ensures that effective medical staff practices and credentialing and privileging processes are in place meeting all applicable Joint Commission standards, CMS Conditions of Participation and MN Department of Health requirements to support quality clinical care and patient safety across the system.

Responsibilities include but are not limited to:

- Perform all tasks associated with the credentialing/privileging and re-credentialing process.
- Exercise judgment in appropriate pathways/decision trees for completion of documentation.
- Track professional practice evaluations to ensure compliance.
- Maintain up-to-date data for each provider in tracking systems; ensure timely renewal of licenses, certifications, and malpractice insurance.
- Maintain all documentation in an appropriate and secure manner.
- Communicate with stakeholders efficiently and collaboratively.
- Maintain copies of current state licenses, DEA certificates, malpractice coverage and any other required documents for all practitioners.
- Maintains confidentiality of practitioner information.
- Monitor information obtained through the credentialing process to assure application/reapplication is completed by deadline.
- Communicates unusual and/or complex content in a clear manner and keeps supervisor and/or quality officer apprised of concerns as needed.
- Assists with ensuring files are accurate for regulatory surveys as needed.

- Leads projects and meetings as agreed upon with Medical Staff Credentialing supervisor.
- Provides back up coverage to department as needed.
- Other duties as assigned.

Qualifications

Minimum Qualifications

- Customer Services skill sufficient to correspond via email to providers, clients, and quality officer regarding the credentialing process.
- Data Entry skills sufficient to maintain accurate records.
- Database Management skills sufficient to updating and creating credentialing accounts.
- English Language skills sufficient to communicates unusual and/or complex content in a clear manner.
- Leadwork skills sufficient to leading projects and meetings with providers.
- Specialized Terminology medical terminology regarding credentialing & privileging in healthcare.
- Spreadsheets skills sufficient to creating and maintaining reports to ensure compliance.
- Word processing skills sufficient to gathering and monitoring information through the credentialing & privileging process.

Preferred Qualifications

- Certified Provider Credentialing Specialist (CPCS) Certification
- 4 years of experience credentialing/privileging in a healthcare organization
- Associates Degree
- Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures

Additional Requirements – general

This position requires successful completion of the following:

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

REFERENCE/BACKGROUND CHECKS - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

CERTAIN DISABLED VETERANS: Effective August 1, 2012, legislation provides state agencies with the option to appoint certain disabled veterans on a noncompetitive basis if they: 1) meet service requirements and have a verified service-connected disability rating of at least 30%; 2) provide qualifying documentation verifying the disability; and 3) meet all Minimum Qualifications identified in this posting. To be considered under this legislation you must submit all documentation before the closing date.

If you have questions about the position, contact Hanna Lewis at Hanna.Lewis@state.mn.us.

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Heidi Schurmann at heidi.schurmann@state.mn.us.

About Human Services Dept

DHS operates a highly specialized behavioral health care system that serves people with mental illness, substance abuse disorders, and developmental and intellectual disabilities. This includes psychiatric hospitals and other inpatient mental health treatment facilities; inpatient substance abuse treatment facilities; dental clinics, group homes, vocational sites, and sex offender treatment facilities.

Why Work for Us

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 12 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and indicate what assistance is needed.

