

Position Title: Credentialing Specialist
Department: Quality/Risk Management
Pay Rate: \$12.75 min. doe.

Job Summary: Responsible for hospital and managed care credentialing of Medical and Allied Health staff. Assist with other Medical Staff activities including call schedules, physician performance improvement, medical staff meetings and special events.

Essential Job Functions: The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Conduct initial credentialing and re-credentialing process in accordance with Bylaws, Rules and Regulations, Credentialing Manual and other regulatory agencies including governmental and contracted commercial payors. Assists with Medical Staff Education. Assists with various other medical staff related activities.

Qualifications:

The following qualifications, or equivalent, are the minimum requirements necessary to perform essential functions of this job.

Education and formal training:

An Associate Degree in business related field is minimum, preferably medical field.

Work Experience:

Two years health care experience.

Knowledge, skills, and abilities required:

Working knowledge of medical terminology. Minimum typing skills of 60 wpm and proficiency in Microsoft Office Excel and Word necessary. Good verbal and written communication skills required. Must be able to handle multiple tasks.

Physical Requirements:

Work is primarily sedentary. Prolonged periods of computer work.