Job Description Form
Division/ Department: Administrative
Location:
Job Title: Credentialing Coordinator
Reports to: Lori Stull   **Title:** Director of Credentialing and Enrollment

Supervisory Duties: None	**Type of position:** **X** Full-time _ Part-time _ Contractor _ Intern	**Hours:** <u>40</u> /week FLSA Status: _ Exempt **X** Nonexempt

Job Summary:
This position interacts directly with clients to assist them with application and participation with third party insurance carriers.

General Job Responsibilities:
- Manage all credentialing tasks for specific division.
- Coordinate Location and Provider profiles/signatures with clients and their facilities.
- Secure applications, complete and secure necessary attachments and signatures to compile a complete application. Monitor initial request and submission time on each application for back-up.
- Submit applications and monitor for approval; follow-up on applications every 3-6 weeks based on carrier guidelines.
- Call Carriers with issues or guidance when needed
- Maintain OneApp for all client credentialing in order to document steps taken and time involved; update CDS with every new approval and communicate to the appropriate teams.
- Respond to clients promptly and communicate timeline on specific carrier guidelines; provide clients with monthly update of credentialing status.
- Work with team members to resolve credentialing questions and issues
- Ability to work with carriers in all states and different MACS; research carrier requirements and applications for accurate submissions.
- Create and maintain CAQH as applicable.
- Other projects and duties as assigned
- Ensures strict confidentiality of patient and financial records to comply with PHI, ePHI and HIPAA
- Review, acceptance, and understanding of our workplace culture statement.
- The responsibilities listed in this job description are general descriptions of work assigned, duties and responsibilities may not be limited to just these responsibilities.

Work Experience Requirements:
- Experience with Excel, Power Point, Microsoft Office, Internet Explorer, Outlook, Google Office Suite and ability to learn new technology at a rapid pace
- Demonstrates effective and high level of professional communication skills (verbal and written)
- Position mandates a disposition of a high level of detail for success.
- Ability to work in a fast paced environment, demonstrate problem solving skills, demonstrate strong organizational skills and be a team player

Education Requirement(s):
- Associate's or bachelor's degree (preferred but not mandatory) plus 3+ years of experience that is directly related to the duties and responsibilities or RCM in general.

Reviewed by:

Title:

Approved by:

Title:

Date Posted:
Date Hired: