



Credentialing and Contracting Coordinator

Job Description

The credentialing and contractor coordinator will organize, maintain, and verify all aspects of the process, and maintain current files on practitioners. Will track the expiration of certifications to maintain up-to-date files, and assist health plan providers and customers with phone inquiries.

Overview:

Under the general direction and supervision of the CEO, CMO and CFO. The position also provides professional assistance from Billing Manager and requires the use of judgment and discretion on a periodic basis.

Credentialing Coordinator Responsibilities:

- Processing initial credentialing and re-credentialing applications.
- Screening practitioners' applications and supporting documentation to ascertain their eligibility.
- Collecting information from the National Practitioner Data Bank (NPDB), the applicant and their malpractice insurer, and other relevant sources.
- Identifying discrepancies in information and conducting follow-ups.
- Presenting annual privileging and credentialing, and Fit To Work Forms to CMO and CEO for board presentation of all licensed-billable practitioners.
- Assisting customers with credentialing inquiries.
- Capturing primary source documentation in computer databases.
- Ensuring data is updated and stored in PolicyPlus or in SharePoint/Credentialing Spreadsheet.
- Ensuring compliance with applicable laws, regulations, procedures, and policies.
- Responding to health plan provider inquiries.
- Work with CFO and Billing Manager to update or submit payer contracts.

Credentialing Coordinator Requirements:

- High school diploma, GED, or suitable equivalent.
- 2+ years of credentialing experience with hospital medical staff or equivalent preferred.
- NAMSS Certification as a Certified Professional Medical Services Manager (CPMSM) or Certified Provider Credentials Specialist (CPCS) preferred, or equivalent with intent to pursue NAMSS or CPMSM within first year of accepting position.
- Knowledge of medical credentialing and privileging procedures and standards.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Word and Excel.
- Proficient touch-typing skills.
- Ability to focus for extended periods.

Additional Duties:

Any duties determined by CEO, CFO, CMO, or Billing Manager that improve credentialing and contracting for the organization.

Physical Demands/Working Conditions:

General office/clinic conditions are pleasant; good, clean working conditions where accident and hazards are negligible; requires short periods of moderate lifting, pushing or pulling objects up to twenty pounds. Clear diction and acute hearing are necessary for effective communication with the staff and public.

Employee Signature

Date