



**Metro Community
Health Center**

Credentialing Specialist

POSITION SUMMARY

Credentialing Specialists ensure that provider staff members' maintain current credentials and licenses to work legally in their field or specialty. These specialists monitor upcoming renewal dates and work with medical staff to advise them of the required steps to maintain their credentials. They also review information on potential new employees to make sure all required licenses and credentials are current before hiring. Those credentials are kept in accordance with HRSA regulations and presented to the board of directors for privileging purposes.

ESSENTIAL FUNCTIONS

- Maintain compliance with all regulatory and accrediting institutions.
- Monitor staff credentials and licenses
- Advise staff on renewal procedures
- Participate in the development of internal credentialing processes
- Keep records of licenses, and all material related to credentialing in an organized fashion for review at all time.
- Disseminate information as need required by law or in request and support of the practice.
- Develop time lines for renewal on a shared document that can be viewed by persons required to know.
- Be directly involved in audit(s) as required.
- Assist billing and revenue cycle manager for billing requirements related to credentialing.
- Performs other miscellaneous job-related duties as assigned.
- Responsible to update and attest in CAQH
- Provide monthly updates to the billing and revenue cycle manager.

REQUIREMENTS

Education/Experience

- Previous credentialing experience of at least 3 years
- High school diploma

Knowledge

- Ability to show credentialing knowledge through the interview process

Abilities

- Ability to work under minimum supervision and demonstrate strong initiative.
- Ability to deal in an organized manner with problems involving multiple variables within the scope of the position.

- Ability to recognize, evaluate, solve problems, and correct errors, and to develop processes that eliminate redundancy.
- Ability to conceptualize work flow, develop plans, and implement appropriate actions.
- Ability to communicate effectively in writing, over the telephone, and in person.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.