



JOB DESCRIPTION

HR CREDENTIALING SPECIALIST

REPORTS TO: Director of HR

Position Summary: The HR Credentialing Specialist is responsible for the Center's provider credentialing and primary source verification, maintaining provider licensure, medical malpractice insurance and certifications, assisting with credential committee meetings, provider terminations, and CAQH.

EDUCATION & EXPERIENCE:

- Associate Degree required, or any combination of education and experience, which would provide the required knowledge, skills, and abilities may qualify
- One or more years of experience working in a managed care, hospital, or medical office environment preferred
- One or more years of credentialing with primary source verification and associated credentialing processes experience preferred
- NAMSS certification as a Certified Provider Credentials Specialist (CPCS) preferred

SKILLS:

- Excellent verbal and written communication skills
- Proficient touch-typing skills (approx. 45 wpm)
- Knowledge of medical, dental, and behavioral health terminology preferred
- Ability to interpret policies, standards, and guidelines
- Ability to use Microsoft Office applications, including Word and Excel
- Ability to use Adobe Acrobat, or similar applications
- Strong attention to detail, accountability, organizational, and interpersonal skills
- Ability to multi-task, prioritize, and work independently
- Ability to focus for long periods of time
- Strong accountability to team environment
- Promote a culture that reflects the Center's values, encourages good performance, and enhances productivity

PRIMARY DUTIES:

- Timely processing initial credentialing and privileging and re-credentialing/re-privileging applications in accordance with HRSA Policy Information Notices (PIN)
- Timely process, communicate and maintain provider background checks, National Practitioner Data Bank (NPDB) queries, malpractice insurance claims, and other relevant sources
- Perform and maintain primary and secondary source verifications in accordance to HRSA guidelines, state requirements, and the Center's policies and by-laws.
- Identify discrepancies, red flags, and adverse action on applications or verifications and conduct research and follow-ups for reporting to Credentialing and Privileging Committee
- Maintain credentialing database with electronic files including licensure, certifications, and other required retention documents.

- Attend monthly Credentialing and Privileging Committee meetings, and act on the decisions of the Committee.
- Set up and assist in presenting provider files to Credentialing and Privileging Committee
- Assist in maintaining provider CAQH profiles
- Maintain confidentiality of documents and information

OTHER DUTIES:

- Provide general office support as related to HR
- Filing employee documents
- Monitoring staff training and renewals
- Maintaining faxes
- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- frequent use of computer
- long periods of standing and sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional walking, squatting, stooping, bending and twisting
- occasional reaching and climbing
- occasionally carrying up to 10 lbs
- infrequent use of personal transportation
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

9/2/2022