



## JOB DESCRIPTION

### HR Credentialing Assistant

**REPORTS TO:** Director of Human Resources

**POSITION SUMMARY:** The HR Credentialing Assistant is responsible for providing support and assistance to ensure successful, efficient daily operations of the credentialing and privileging process. This will include coordinating, monitoring, and maintaining all aspects involving the credentialing and re-credentialing process, facilitating all aspects of credentialing, including initial appointment, reappointment, expirations, as well as clinical privileges for medical staff.

**EDUCATION & EXPERIENCE:** High School Diploma or GED required, Associates or some college preferred. One or more years' experience in a medical office or credentialing/provider enrollment setting.

#### **SKILLS:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent interpersonal and customer service skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to work independently.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Proficient with Microsoft Office Suite or related software with the ability to learn new or updated software.
- Promote a culture that reflects the Center's values, encourages good performance, and enhances productivity.

#### **PRIMARY DUTIES:**

- Assists with timely processing initial credentialing and privileging and re-credentialing/re-privileging applications in accordance with HRSA Policy Information Notices (PIN)
- Work closely with HR Credentialing Specialist to obtain documents for enrollment and respond to internal and external inquiries regarding enrollment statuses.
- Track provider license, certification, DEA and professional liability expiration dates to ensure timely renewals.
- Assists with follow-up on credentialed medical staff to ensure the timely, accurate and successful completion of credentialed employee files.
- Assists with implementing and maintaining a monitoring process for all credentialed medical staff.
- Assists with preparing correspondence, minutes, reports, presentation materials, spreadsheets, customized reports, and related documents in accordance with departmental standards.
- Monitors credentialing emails and responds within a timely manner.
- Develop a deep expertise in the credentialing software application and assist with efforts to maintain and optimize the tool to streamline credentialing and privileging processes.
- Assists with processing initial credentialing prior to the new employees' start date, involving detailed review of documents and data.

**OTHER DUTIES:**

- Provides support with departmental projects.
- Performs diversified clerical and administrative activities as needed.
- Other duties as assigned by supervisor.

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer and calculator
- Prolonged periods of sitting
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

**REVIEWED WITH EMPLOYEE:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date