



Credentialing Specialist

Job Code: PRC - 111
Revision Date: Dec 21, 2018

Salary Range:
\$15.92 - \$26.04 Hourly
\$1,273.60 - \$2,083.20 Biweekly
\$33,108.00 - \$54,161.00 Annually

FLSA: Non-Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to maintain the organization's records and compliance with regard to employee and contractors credentialing.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Maintains confidentiality of all business matters at all times
- Facilitates the credentialing/re-credentialing process for new and existing staff with different payers.
- Collects, reviews documentation and ensures timely and accurate credentialing and recredentialing applications submissions for each provider as it relates to each payer contract.
- Produces provider's correspondence as necessary to process applications.
- Conducts Primary Source Verification of credentials and processes the information to determine suitability of licensed staff to provide services.
- Maintains records and documentation of applications and verifications.
- Ensures all staff have been approved internally prior to submitting applications to payers.
- Accurately enters credentialing information into appropriate database. Run reports as needed on credentialing status of providers with different payers.
- Monitor licensure expirations communicating with provider 90, 60, and 30 days in advance of expiration to ensure renewal in a timely manner.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires an Associate's Degree in Business or Public Administration supplemented by two (2) years of credentialing experience in a health care environment or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.