

## GENERAL VISION SERVICES

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### POSITION: CREDENTIALING SPECIALIST

**DEPARTMENT:** CREDENTIALING

**REPORTS TO:** KIM CARUSO

**SUPERVISES:** NO

**FLSA STATUS:** NON-EXEMPT

**FT/PT:** FULL-TIME

**UNION:** UNION

#### **SUMMARY:**

Responsible for all aspects of the credentialing and re-credentialing process for all providers. Responsible for ensuring providers are credentialed, appointed, and privileged with health plans. Maintain up-to-date data for each provider in credentialing databases and online systems. Ensure timely renewal of licenses and certifications.

#### **ESSENTIAL DUTIES:**

- Compiles and maintains current and accurate data for all providers.
- Completes provider credentialing and re-credentialing applications, monitors applications and follow-up as needed.
- Maintains copies of current state licenses, DEA certificates, malpractice coverage and any other required credentialing documents for all providers including CAQH.
- Maintains corporate provider contract files.
- Maintains knowledge of current health plan and agency requirements for credentialing providers.
- Sets up and maintains provider information in online credentialing databases and system.
- Tracks licenses and certification expirations for all providers to insure timely renewals.
- Ensures practice addresses are current with health plans, agencies and other entities.
- Processes applications for appointment and reappointment.
- Tracks license, DEA and professional liability expirations.
- Maintains information in credentialing database.
- Audits health plan directories for current and accurate provider information.

#### **QUALIFICATIONS:**

- High School Diploma or Associate degree.
- Two years of relevant credentialing experience.

#### **SKILLS:**

- KNOWLEDGE AND UNDERSTANDING OF THE CREDENTIALING PROCESS.
- ABILITY TO ORGANIZE AND PRIORITIZE WORK AND MANAGE MULTIPLE PRIORITIES.

- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS INCLUDING LETTERS, EMAILS, MEMOS.
- EXCELLENT ATTENTION TO DETAIL.
- ABILITY TO RESEARCH AND ANALYZE DATA.
- ABILITY TO WORK INDEPENDENTLY WITH MINIMAL SUPERVISION.
- PROFICIENT USE OF MICROSOFT OFFICE APPLICATION (WORD, EXCEL, ACCESS) AND INTERNET RESOURCES.