

Credentialing Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$38.00 to \$41.00 hourly
Employment status: Contract / Temporary

Description

We are looking for a Credentialing Coordinator who can provide immediate support to our team. The candidate must be familiar with reappointments, initial appointments, meeting agendas/minutes, and temporary privileging process. We use ECHO credentialing system.

This position is onsite in Burlingame, CA. The hours are 8am - 4:30pm Monday to Friday.

- This position is responsible for completion of credentialing functions.
- Ensures program integrity and compliance with standards, federal/state requirements, and Health Plan Credentialing Requirements.
- Assists Supervisor in maintaining relationships with Health Plan Auditors; communicates and works with Physician leaders on credentialing issues; works with other departments in multiple areas that relate to credentialing issues.
- Audits Credentialing Verification Organization's released files to ensure it obtains primary source verification of required physician information.
- Maintains database of current and accurate information concerning licensure, board certification, professional liability coverage and claims for all Physicians, Contracted Providers and Allied Health Professionals.
- Manages the provider add process, recruitment and transition, including the successful appointment to the Network in accordance with the Credentials Policies & Procedures and regulatory agency requirements.

Requirements

- Education: 3+ years' experience working in an acute setting.
- Preferred CPCS certification.
- Bachelor's Degree preferred but not required.
- Knowledge of applicable regulations, guidelines, policies & procedures and contractual provider agreements
- Customer Service focused
- Healthcare experience
- Excellent communication skills
- Strong critical thinking skills
- Software competency in MS suite

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