



EDUCATION AND CREDENTIALING ASSOCIATE

CHARACTERISTICS OF WORK:

This position is professional/clerical work that involves working with the faculty, fellows, and allied health professionals to obtain and maintain the following: credentials, accreditations, credentialing with insurance companies, privileges at hospitals/surgery centers, performing medical staff and credentialing functions for multiple clinics, clinic locations, and surgery centers. The ideal candidate should be efficient, analytical, supportive, intuitive, and prepared to act as a vital part of the Credentialing department.

MINIMUM QUALIFICATIONS:

The minimum qualifications include, but are not limited to, the following:

- Computer skills
- Etiquette
- Interpersonal skills
- Reliability
- Multitasking abilities
- Team player
- Clerical work experience
- Hospital and/or medical facility setting work experience
- Ability to work independently without continued oversight from supervisor

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included as needed. The essential functions include, but are not limited to, the following:

- Ability to communicate clearly and concisely both verbally and in writing
- Responsible for collecting and protecting sensitive information/documentation
- Completing and submitting applications to credential providers with insurance companies and hospital privileges and follow-up
- Maintaining credentials, status with insurance companies, and hospital privileges
- Monitor and maintain yearly required vaccinations
- Providing correspondence, forms, and other materials to outside agencies
- Booking conferences and travel for fellows
- Maintaining required documentation for two fellowship programs
- Planning and coordinating social events as it pertains to the fellowship programs

EXPERIENCE / EDUCATIONAL REQUIREMENTS:

Education:

Associates Degree or higher

AND

Experience:

One (1) year experience related to described duties