



Position Description & Requirements

Position/Title: Credentialing Coordinator

Department: Managed Care

Required Time Commitment (Full Time/Part Time): Full Time

Job Summary:

Responsible for activities associated with credentialing data entry and file maintenance.

Essential Responsibilities/Job Functions*:

- Manages and maintains current record keeping in credentialing software for provider credentials (Licenses, malpractice insurance, diplomas etc.).
- Responsible for ensuring that information in software is accurate and valid including all provider effective dates and contracted plans.
- Process demographic changes and terminations while ensuring information is updated on the health plan Provider directories.
- Update and attest to CAQH and contact practices to replace expiring documents.
- Generate reports on expirable for each provider on a monthly basis.

- Able to communicate appropriately with office managers and physicians.
- Ability to function in a multi tasked, fast-paced work environment
- Must be detail-oriented, with strong writing and data entry skills.
- Maintains HIPAA standards and confidentiality of protected health information.
- Performs other assigned duties and special projects on an as needed basis.
- Other duties and responsibilities as deemed necessary according to business needs.

Required Skills & Qualifications:

- Minimum of 2 years' strong computer skills utilizing Microsoft Excel, Word and data entry software, with experience in manipulating data.
- Minimum High School Diploma
- Strong work ethics, punctuality and ability to remain focused for long periods of time.
- Strong communication skills, both written and verbal
- Excellent customer service/phone skills and professionalism
- Ability to problem solve and multi task.

How to Apply:

If you are interested in this position, please send your resume to Jessica Capote at jecapote@femwell.com

Please be sure to include the following in your e-mail:

- The title of the position you are applying for in the subject line
- The date at which you are available to start
- Your salary requirement
- Your contact information

Once your e-mail is received someone will contact you regarding an interview.

Please note that submitting your resume does not guarantee an interview or position placement.