



Position Description

Title: Credentialing Specialist		
FLSA Class: Exempt	EEO Category: Technician	WC Class: 8861
Job Title #: 120008	Salary Grade: 3	
Date Approved: December 21, 2017	Purchasing Approval Level: Level 1	
Revision Date:	Revision:	

Purpose of Position

Responsible for all aspects of health plan credentialing and re-credentialing for providers whether an employee or independent contractor who provide therapy or medical services at Great Circle. Responsible for ensuring providers are credentialed with health plans. Maintain up-to-date data for each provider in online systems; ensure timely renewal of licenses and certifications. This position reports to the Vice President of Insurance and Provider Relations.

Major Duties (*Essential Element)

- Complies and maintains current and accurate data for all Great Circle providers who are credentialed/paneled with contracted health plans *
- Recommends processes and develops appropriate forms/documents to facilitate credentialing, re-credentialing and privileging*
- Supports Human Resources and reviews for completion within a region of all provider credentialing and re-credentialing applications; monitors applications and follows-up as necessary with the appropriate Human Resource personnel liaison or provider for information required by Health Plans*
- Maintains knowledge of current health plan and agency requirements for credentialing providers*
- Analyze the HR credentialing files presented for credentialing/paneling with Health Plans for accuracy and completion to prepare for the enrollment process
- Tracks licenses and certification expiration for all paneled providers to ensure timely renewals*

- Ensure practice addresses are current with health plans
- Processes application and complete verifications for appointment and reappointment of privileges for Great Circle physicians and APRN's*
- Tracks license, DEA, BNDD and professional liability expirations for Great Circle paneled providers*
- Audits health plan directories for current and accurate provider information*
- Responds to internal and external inquiries for credentialing/paneling information concerning staff
- Create and maintain CAQH application accounts for Great Circle providers who are paneled with Health Plans, initial and maintain every 120 days, and at license, and insurance expirations or as required by CAQH
- Completes and submits appropriate required applications and enters documentation for all paneled providers with GC contracted commercial insurance and Managed Medicaid plans for Initial Credentialing and Re-Credentialing
- Complete Medicaid Revalidations for all providers in conjunction with Human Resources
- Create Credible record with Contractor demographic data once paneling process has been initiated
- Update Credible and Therapy Billing for each provider as Health Plan credentialing is approved with dates and ID numbers
- Perform ongoing follow up with health plans to expedite participation approval by each plan
- Monitor National Practitioner Databank and Office of Inspector General (OIG) data for paneled providers
- Enter and maintain provider data in Cactus
- Act as the Cactus Credentialing Software administrator
- Other duties as needed for the betterment of Great Circle

Working Conditions

Office environment or may work remotely. Some travel to regions.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

- Knowledge and understanding of credentialing process
- Ability to organize and prioritize work and manage multiple priorities
- Ability to research and analyze data
- Ability to work well under stress as well as prioritize work and adhere to timelines
- Accuracy and strong attention to detail
- Ability to work independently with minimal supervision
- Ability to establish and maintain working relation with staff and health plans exhibiting the highest level of integrity, respect and good judgment
- Proficient with Microsoft Office Suite

Required Education and Experience

- 2 years relevant credentialing experience
- HS diploma or GED
- Current, valid driver's license and meet Great Circle requirement for driver's insurance

Preferred Education and Experience

- Certified Provider Credentialing Specialist (CPCS)

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____