

JOB TITLE – Credentialing/Enrollment Specialist

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Credentialing Director

SALARY Commensurate with Experience

FULL TIME POSITION – NEW BUDGETED

POSITION DUTIES/RESPONSIBILITIES: Enroll new providers with government and contracted payors. Revalidate all providers with government and contracted payors. Create and maintain CAQH provider profiles and ensure contracted payors receive the requested information. Maintain database with payor contracts information. Maintain database of provider IDs, NPPES logins, and CAQH logins. Ensure clinic and provider demographics are current with health plans, agencies and other entities. Audit payor directories for current and accurate provider information. Work with medical and dental billing to resolve claim denials due to payor credentialing. Assist with provider credentialing/recredentialing and privileging as needed. Maintain confidentiality of documents and information.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Associate Degree preferred, or any combination of education and experience, which would provide the required knowledge, skills, and abilities may qualify.

REQUIRED EXPERIENCE OR SKILLS: One or more years of experience working in a managed care, hospital, or medical office environment, credentialing with primary source verification and associated credentialing processes including payor enrollment experience preferred. Excellent verbal and written communication skills. Ability to interpret policies, standards, and guidelines. Ability to use Microsoft Office, including Word and Excel. Ability to use Adobe Acrobat, or similar applications. Knowledge of medical, dental, and behavioral health terminology preferred. Ability to multi-task, prioritize, and work independently. Ability to focus for long periods of time and a strong accountability to team environment. Proficient touch-typing skills (approx. 45 wpm). Promote a culture that reflects the Center's values, encourages good performance, and enhances productivity.

CONTACT: Traci Chaudoin at tchaudoin@wacofhc.org