



Job Title	Credentialing Assistant	Job Code	HS0716
Pay Plan	USPS	Pay Grade	14
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Medical Support

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Medical Support Professionals provide various administrative and office support functions for a clinical operation.

Job Summary

Prepares and submits credentialing applications for physicians, nurse practitioners, and medical providers.

Representative Duties

1. Administrative

- Prepares and submits credentialing applications with copies of the required documents; corrects errors
- Follows up on the status of applications (calling or e-mailing) and checks insurance websites for updates
- Tracks license and certification expirations, processing timely renewals
- Maintains copies of current credentialing documents (licenses, malpractice coverage, certifications)
- Compiles and maintains provider information within credentialing database and online systems
- Audits health plan directories
- Files, scans, makes copies for doctors' files and assists billing with questions regarding credentialing

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.