



Job Title	Medical Staff Credentialing Specialist	Job Code	HS0730
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	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

Provides credential and insurance management, compliance, and training.

Representative Duties

1. Credential Management

- Manages, develops, revises, and implements all aspects of credentialing, re-appointment compliance, and clinical privileging of licensed clinical staff and faculty
- Creates and maintains individual credential files for licensed clinical staff and faculty
- Maintains and audits data base for compliance

2. Compliance

- Ensures compliance with accreditation standards regarding patient care, privacy, confidentiality, and satisfaction
- Documents patient complaints and resolutions, monitors cases, and prepares reports

3. Training

- Provides oversight of staff training and schedules in house training sessions
- Maintains database to document employee compliance with required trainings
- Tracks and monitors the required documentation and training required for students completing preceptorship/internship

4. Insurance

- Develops, revises, and implements credentialing and clinical privileging processes
- Resolves issues related to credentialing of licensed providers applications
- Maintains organized credential files in relation to insurance carriers and assists with inspection by regulatory authorities and accreditation surveyors
- Updates the medical staff database and privilege delineation, and informs vendors of any changes
- May supervise insurance/credentialing personnel, as appropriate

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant 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.