

Opportunity Description

Credentialing Specialist

Suburban Health Organization is a physician and hospital network serving central Indiana. We seek a full-time Credentialing Specialist to join our team. The Credentialing Specialist will work directly with our employed provider contacts to coordinate enrollment of our delegated credentialing agreements with the payers.

The Credentialing Specialist will work directly with employed provider and hospital contacts to ensure timely and accurate enrollment in compliance with delegated credentialing agreements held with market Health Plan payers. This includes creating and carrying out numerous credentialing and recredentialing processes in relation to physician, hospital, and various other healthcare professionals; maintaining thorough files in Cactus credentialing software relative to data entry and demographic updates while monitoring accurate provider listings from SHO owners and PHO networks; travelling and conducting physician office onsite surveys for regulatory, accrediting and contract-based organizations in accordance with agreements.

The Credentialing Specialist will facilitate the Physician Advisory Committee (PAC) monthly meetings and be prepared to address any provider credentialing questions with PAC members. The Credentialing Specialist will work with other members of the Credentialing team and provide oversight of monthly payer reporting process, including routine reporting (Adds, Terminations, Demographic Changes, etc.), and all additional specialty reports as requested (i.e. Quarterly reports, etc.). The Credentialing Specialist will assist the Credentialing Manager to coordinate and pre-audit delegated credentialing files for NCQA audits and any subsequent action plans.

The Credentialing Specialist should exhibit the ability to organize, prioritize and multi-task while effectively communicating with all levels of customers; internal and external, demonstrate attention to detail, timely communication and follow-up.

Qualified candidates will possess:

- High School Diploma or GED, Bachelor's degree preferred
- 3-5 years' relevant experience
- General knowledge of the medical community
- Experience with medical staff credentialing preferred
- Demonstrate proficiencies with Microsoft
- Cactus or credentialing software experience is preferred
- Strong interpersonal skills
- Customer service focus
- Ability to communicate professionally with internal and external customers
- Good organizational skills for coordination and prioritizing of assignments
- Capacity to work in a team environment as well as independently
- Willingness to learn and take on new tasks

We offer excellent benefits including Medical, Dental, Vision, 401K and a generous vacation package.

For more information and to apply online, please visit:

www.suburbanhealth.com

Please send emails to jobs@suburbanhealth.com.