



Experts in Orthopedic Care

## CREDENTIALING SPECIALIST

### POSITION SUMMARY

Process and maintain all documents in relation to credentialing for all health care providers of Tallahassee Orthopedic clinic. Maintain CME records for all health care providers of Tallahassee Orthopedic Clinic. The position will report to the administrative building. This is an in-house position. However, work may be partially conducted remotely, at the discretion of TOC, and would require a dedicated workspace with limited interruption or distraction, and high-speed internet capacity with 25 Mbps download speed/ 10 Mbps upload speed. Must be able to perform work at a dedicated workspace with limited interruption or distraction, and high-speed internet capacity with 25 Mbps download speed/10 Mbps upload speed.

### ESSENTIAL FUNCTIONS

- Handle confidential provider records and carrying out the necessary and related functions in an extremely professional and discreet fashion.
- Maintain active credentialing status and licenses for TOC and all providers with facilities, government agencies, payors, CAQH and NPI.
- Maintain supervision data forms for physician assistants.
- Keep displayed licenses current.
- Track provider CME credits for all providers.
- Scan and maintain all documents in an organized manner.
- Establish trust and credibility throughout the organization and with the CEO and all providers.
- Report to the office location as directed.
- Prepare various reports as directed and perform other responsibilities associated with this position as deemed appropriate.

### GENERAL COMPETENCIES DESIRED

- Self-motivated, with the ability to work independently, with minimal supervision.
- Knowledge of insurance terminology and contractual agreements
- Familiarity with Medicare, Medicaid, HMO and commercial guidelines
- Ability to maintain confidentiality of provider and personnel information
- Detail-oriented paying close attention to accuracy
- Strong interpersonal skills
- Excellent communication skills, with the ability to relate to people at all levels of the organization
- Excellent written skills, including the ability to read, analyze, interpret and complete complex documents
- Strong organizational skills
- Self-directed, with the ability to work independently with little supervision
- Strong PC skills required to include all Microsoft applications, practice management systems and electronic health records

### PHYSICAL DEMANDS

Requires sitting for long periods of time. Working in office environment. Some bending and stretching required. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, scanner, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Requires the ability to work under stressful conditions and/or irregular hours to meet deadlines.

### CREDENTIALS DESIRED

Must have a high school diploma or equivalent and at least two years of relevant work experience in a medical office setting.