

Credentialing Specialist– Full Time

Position Summary

What you will be performing:

The Credentialing Specialist is responsible for assisting in, coordinating, monitoring, and maintaining the credentialing and re-credentialing process. Facilitates all aspects of Western Washington Medical Group credentialing, including initial appointment, reappointment and expiration processes for all workforce members who provide client services ensuring compliance with regulatory bodies (NCQA, CMS, HCA, federal and state), as well as policies and procedures, and delegated contracts. Ensures interpretation and compliance with the appropriate accrediting and regulatory agencies, while developing and maintaining a working knowledge of the statutes and laws related to credentialing. Serves as the initial point of contact for all credentialing functions.

- Processes credentialing requirements in a timely manner for successful revenue cycle billing and collections.
- Compiles, audits and maintains an up-to-date and accurate centralized master roster for both internal use and submission to external parties.
- Initiates, logs, and tracks provider credentialing/enrollment applications and re-credentialing processes. This includes submitting provider enrollment and re-credentialing applications according to established schedules, monitoring receipt and executes follow-up until all documentation is received and complete.
- Creates systems to monitor and track status of applications and maintenance of re/credentialing les.
- Conducts le maintenance to ensure re/credentialing le compliance with company policy and any regulatory and accreditation standards.
- Leads, coordinates, and monitors the review and analysis of practitioner applications and accompanying documents, ensuring applicant eligibility.
- Coordinates processes and verifies data with PSS, AR. Quality and Operations as needed.
- Identifies issues that require additional investigation and evaluation, validates discrepancies and ensures appropriate follow up.
- Assists with the communication, coordination and monitoring of physical location enrollments / updates with payers.
- Communicates regularly with contracted health plan representatives on credentialing and physical location enrollment matters, including application status, required updates, and terminations.
- Documents clinician credentialing status and changes to shared internal access.
- Designs reports as requested to support contracting and credentialing.
- Maintains knowledge of current payer and agency requirements for credentialing providers and physical location enrollments.
- Responds to inquiries from other healthcare organizations, interfaces with internal and external customers on day-to-day credentialing issues as they arise.
- Contributes to process and performance improvements in regard to provider enrollment, credentialing and revenue cycle management.

- Participates in regularly scheduled supervision and team meetings.
- Remains compliant with required trainings and certifications.
- Behaves in an ethical and professional manner consistent with agency policy, state law, and licensing entities if applicable.
- Understands and practices safekeeping of client protected health information per Western Washington Medical Group's HIPAA and other agency policies and procedures.
- Demonstrates respect for diversity and a commitment to developing multicultural competency and sensitivity. Demonstrates commitment to Western Washington Medical Group's Strategic Intention, core Values and Core Competencies.
- Other related duties as assigned.

What you will be carrying along:

- High school graduate or equivalent.
- At least 2 years of experience directly related to clinical credentialing or managed care organization provider credentialing / provider enrollment processes.
- Experience with credentialing software
- Experience with credentialing databases, i.e. ProviderOne, PECOS, ProviderSource, CAQH and NPPEs.

What you will be sharing:

- Knowledge of federal and state laws, regulations, and accreditation standards including NCQA, HIPAA, and CMS.
- Familiar with healthcare coding, and billing. Project management, analytical thinking, problem solving, and decision-making skills.
- Experience with data collections, data analysis, and data presentation.
- Highly self-motivated and directed with the ability to also work cooperatively with others as a productive team.
- Excellent customer service skills, with the ability to relate effectively and sensitively to a wide range of consumers and professionals.
- Ability to work calmly, effectively, and prioritize assignments in a fast-paced, high production, and high-pressure environment.
- Ability to maintain a high level of confidentiality.
- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems.
- Demonstrated organizational skills with an emphasis on attention to detail.
- Effective oral and written communication skills.
- General computer proficiency, including thorough knowledge of Microsoft Office and SharePoint programs.
- Ability to pass pre-employment criminal background check, which may or may not include additional DSHS inquiry member.
- Must be able to provide proof of legal authorization to work in the United States.

Benefits

At WWMG, we are committed to providing an excellent workplace experience and we believe in creating a workplace that supports both professional growth and personal well-being. One way we accomplish this is by providing a robust benefits package, which includes:

- Medical, Dental, Vision insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Accrued Two(2) weeks of vacation/year to start
- Sick time accrual in accordance with Washington state law
- 9 paid holidays/year
- Flexible schedules
- Family friendly and people focused workplace.
- Hybrid work a possibility. Must live in the state of Washington, within commuting distance to our office.

Qualifications

- WAMSS Certification a plus.
- Strong assessment and interpersonal skills
- Ability to work and collaborate with a variety of internal departments/providers, as well as payers.
- Excellent organizational and communication skills and the ability to multitask
- You must be able to provide proof of legal authorization to work in the United States

Our staff not only enjoys benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We are interested in learning more about you and appreciate you taking the time to apply.

Hours: Full Time, Monday to Friday.

Salary Range: \$60,000-\$65,000 per year, depending on experience, skill set, and education.

To Apply: Please send a cover letter and resume to pcaguiat@wwmedgroup.com

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.

We look forward to learning more about you!