Position Title: Contract and Credentialing Coordinator / Administrative Assistant  
Department: Finance  
Reports To: Chief Financial Officer  
Status: Non-Exempt  
Summary

The individual will provide administrative support for various departments within the Health Centers. In compliance with Scenic Bluffs provider credentialing and privileging policy and all regulatory and vendor requirements, is responsible for all aspects of the credentialing, re-credentialing and privileging processes for all providers who are employed or contracted with the Health Centers. This position will have separation of duty responsibilities for the financial processes of the Health Centers.

Duties & Responsibilities

- Obtains and maintains complete provider and Health Center facility credentialing and re-credentialing applications, monitors applications and follows up as needed
- Manage insurance logins for any new Patient Care Coordinators, and/or Finance staff
- Manages relationship with contracted credentialing service provider and assists with timely information flow and management of clinician files
- Sets up and maintains provider information including copies of current state licenses, DEA, and any other required credentialing documents for all providers in an organized and systematic manner
- Tracks license and certification expirations for all providers to ensure timely renewals
- Processes applications for appointment and reappointment of privileges to Scenic Bluffs CHC
- Maintains knowledge of health plan requirements, state and federal rules and internal documents for credentialing and privileging of providers
- Complete Fraud Waste and Abuse updates for Health and Pharmacy contracts
- Ensures Scenic Bluffs providers are credentialed with health plans, Medicare and Medicaid and other payers
- Assists with FTCA annual redeeming application (annual malpractice insurance renewal process)
- Reviews contracts with insurance plans, communicates on needed changes with health plans and manages a minimum of every three year internal reviews to assure current and complete files
- Communicates needed updates to health plans per contract guidelines (i.e. fee schedule changes, etc.)
- Maintains electronic banking and remittance information with health plans to facilitate timely payments
- Complete patient termination letters and process
- Oversees maintenance of historical files and adhering to document destruction guidelines
- Complete reconciliation of bank statements
- Manage tasks supporting separation of duties, such as depreciation calculation; payroll journal entries; average cash balance
- Fixed Asset Documentation Management
- Assist with financial analysis
- Maintain work area in neat orderly and organized manner
- Promote the mission, vision and values of the organization in all interactions
- Report to work as scheduled
- Other duties as assigned

Qualifications

The individual must respect the confidentiality of patient information while performing job duties and establish and maintain effective working relationships with patients, employees and public.
Education and/or Experience

The individual must possess an Associate’s degree or equivalent from a two year technical school; or one year related experience and/or training; or equivalent combination of education and experience. A high school diploma or equivalent is required.

Communication Skills

The individual must possess strong oral and written communication skills and the ability to speak effectively before groups of customers or employees of an organization. Communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

Computer Skills

The individual must have knowledge of and experience with Microsoft Word, Outlook and Excel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 50 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Specific vision abilities required by this job include close vision, color vision and ability to adjust to focus

Work Environment

Work is performed in a general office setting. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours include some evenings and otherwise are generally during normal business hours and average no more than 40 hours/week for full time employees, 30 hours/week for limited full time employees and less than 29 hours/week for part time employees.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

__________________________________________  ____________________________
Employee Signature                      Date