

# Credentialing / Enrollment Coordinator

South Portland, ME

**Company: Spectrum Medical Group**

**Posted On: 12/29/16**

**Telecommute: No**

**Categories: Admin - Clerical, Healthcare, Professional Services**

**Job Type: Regular**

**Job Status: Full Time**

**Pay Type: Hourly Wage**

## Description

Spectrum Medical Group continues to grow! We are looking for an Credentialing / Enrollment Coordinator to join our team. The Credentialing/Enrollment Coordinator provides diverse support for unique credentialing & privileging related projects within our busy, multi-specialty healthcare setting. This position will be responsible for myriad payor enrollment functions, including application processing, follow-up, as well as serving as a liaison to other departments. Additionally, the position will be responsible for providing support of MOC and providing credentialing support during high-volume periods.

ESSENTIAL DUTIES & RESPONSIBILITIES (List may not include all of the duties assigned; other duties may be assigned):

- Works collaboratively within a cross-functional team of other credentialing professionals to provide full-service solutions to providers and the organization.
- Works collaboratively with payor enrollment vendor to ensure timely enrollment of all new practitioners. Provides status reports to appropriate parties on an ongoing basis.
- Supports Medicare and Maine Care enrollment process for physicians and practice including revalidations and updates to profiles.
- Works as a Liaison with Payor Contracting, Finance and Billing Offices to resolve enrollment related issues.
- Provides support to practitioners for Maintenance of Certification requirements, including reminders and assistance with data entry.
- Coordinates off-boarding process for practitioners including hospital resignations and enrollment terminations.
- Maintains a large library of required credentialing forms, applications and releases.
- Collaborates with credentialing staff on projects as needed.
- Reviews provider information for accuracy and completeness and follows-up with providers to obtain missing information.
- Maintains good working relationships and open communication channels with internal and external customers including providers, specialty practices, leadership, healthcare facilities, state and federal agencies.
- Will organize and prioritize workload and facilitate multiple projects within assigned deadlines.

- Maintains personal adherence to professional and confidentiality standards established within the department and in accordance with legal, ethical and internal policies.
- Documents provider data and application tracking as part of a comprehensive credentialing database. Responsible for entering new data and updating existing records as appropriate. Will identify and resolve system issues independently or with assistance from IT department. Responds to general requests from physicians and hospital sites when necessary.
- Maintains a large library of required credentialing forms, applications and releases.
- Responsible for regular and timely status reporting at department staff meetings.
- Administers special projects as assigned by Credentialing Services Manager.

Please submit your resume, cover letter and salary requirements to: [jobs@spectrummg.com](mailto:jobs@spectrummg.com)

### **Requirements**

- Associates degree or equivalent work experience in a healthcare setting.
- 2-4 Years administrative or physician-related field experience.
- Articulates and demonstrates commitment to the philosophy, value, mission and vision of the organization
- Highly proficient in current Microsoft Windows environment, relational databases, spreadsheets, word processing, electronic documents and e-mail systems required.

### **Benefits**

Position is Full-time (M-F), offers a supportive, team-oriented environment with a competitive salary, and outstanding benefits package: 401(k) and profit sharing plan, health insurance, medical reimbursement, life insurance, long-term & short-term disability, long-term care benefits, and paid time off. We are an equal opportunity employer. M/F.

### **Apply Online:**

<https://www.jobsinme.com/job/Credentialing-Enrollment-Coordinator-South-Portland,-ME/240147.html>