

Credential That LLC
Atlanta, GA
www.credentialthatllc.com

- Position:** Full-time or Part-Time Credentialing Specialist(s) – Independent Contractor
- Location:** Remote – Work from Home Position
- Work Hours:** Available Mon. – Fri. during normal business hours.
- Experience:** Minimum 10 Years of Credentialing Experience. (Certification is Preferred –CPCS or CPMSM.)
- Education:** Minimum HS Diploma/Prefer BS Degree (Business/Healthcare Admin.)

Duties:

Assist with Credential That LLC client's needs by performing certain assigned tasks:

- Updating and maintain Credentialing Database System (Vistar Cloud Base System or other credentialing software experience) as well as spreadsheet reports. (Will also include creating new group/provider profiles within both systems.)
- Assist with clients Primary Source Verifications, PSVs, if applicable.
- Updating and maintain CAQH Provider Profiles
- Updating and maintain NPI Provider Profiles (Group and Individual)
- Have understanding and working know of Medicare PECOS National Database Enrollment Network System and be able to perform provider enrollment as needed.
- Assist with follow-up phone calls and or e-mail correspondence with commercial insurance/government payers on the status of client's submitted contracts and/or provider applications.
- Assist with pre-population of credentialing applications for current and new commercial insurance/government payers.
- Provide excellent customer service to all Credential That LLC clients as well as commercial insurance/government payers
- Assist with possible hospital and/or state medical licenses applications as needed per client's requests.
- Will be assigning from time to time to assist with credentialing research projects of client's requests.
- Must be available to attend client and/or internal conference call meetings when schedule. (If Required by the Client)
- Must have working knowledge of Joint Commission, NCQA, and/or URAC Standards.
- Assist with other assigned duties

Send resumes to contact@credentialthatllc.com for consideration. Please no phone calls!
Selected candidates will be contact via e-mail and phone to schedule interview(s).