



Credentialing Coordinator: Job Description

The Credentialing Coordinator is responsible for the completion, follow-up, and tracking of provider credentialing applications at Hope Street Free Clinic. They play a crucial role in ensuring that all necessary forms and documents are obtained, and that the credentialing process is carried out efficiently and accurately. The coordinator must possess a strong understanding of the clinic's credentialing manual and effectively communicate with providers, peers, and organizations involved in the credentialing process.

Responsibilities:

- 1) Review and process provider credentialing applications in accordance with the guidelines outlined in the Hope Street Free Clinic credentialing manual.
- 2) Obtain necessary credentialing forms and documents from providers, peers, and relevant organizations.
- 3) Follow up with providers, peers, and organizations to ensure timely submission of required credentials.
- 4) Maintain accurate and up-to-date records of all credentialing applications and related documents.
- 5) Collaborate with internal staff and external organizations to resolve any credentialing issues or discrepancies.
- 6) Stay updated on changes and updates in credentialing requirements and communicate these changes to the relevant parties.
- 7) Ensure compliance with all regulatory and accreditation standards related to provider credentialing.
- 8) Maintain confidentiality and security of all sensitive information during the credentialing process.
- 9) Provide support and assistance to providers and staff regarding credentialing-related inquiries and concerns.
- 10) Assist in the development and improvement of credentialing processes and procedures.

Qualifications:

- 1) Bachelors in Healthcare field.
- 2) Excellent communication skills.
- 3) Understanding of credentialing process.