



Credentialing Specialist

POSITION SUMMARY:

The Credentialing Specialist plays a key role in managing all aspects of insurance enrollment, including Medicare, Medicaid, private insurance, and managed care payers.

Please Note: This position is on-site at our office in Middletown, PA.

Primary job functions include, but are not limited to:

GENERAL RESPONSIBILITIES:

- Complete and submit all enrollments with all applicable Medicare, Medicaid, Managed Care and Private Insurance payers
- Maintain all practitioner and related data in exydoc's Provider Data Management platform
- Compile all necessary application information and attachments
- Maintain a Master List of all enrolled payers and renewal dates
- Work with client reimbursement personnel to ensure all applicable payers are enrolled as well as to resolve any claim denials associated with credentialing
- Track and manage applications thru the approval process
- Maintain all needed practice details for successful enrollment
- Responsible for providing high quality service to all clients as it relates to credentialing
- Promote exydoc services to existing and prospective clients
- Ensure effective communication with both internal and external stakeholders
- Interact daily with client team members to ensure accurate transfer of information
- Initiate communication with payers on behalf of our clients
- Document all interaction with payers
- Adhere to all company policies and procedures
- Conduct business in a safe, compliant and secure manner as it relates to HIPAA and patient privacy
- Other duties as assigned



POSITION REQUIREMENTS:

- High School Diploma or GED Required
- 3-5 years of experience in a Billing, Managed Care or Healthcare Environment
- Working Knowledge of MS Office
- Excellent interpersonal, written and verbal communication skills
- Must be able to work with minimal supervision
- Utilize effective time management principles, as well as work on multiple tasks simultaneously
- Demonstrated respect for confidentiality and compliance standards
- Ability to communicate effectively with staff at all levels as well as external stakeholders