

Credentialing Specialist

This position is responsible for all aspects of the credentialing, recredentialing and privileging processes for all providers who provide patient care at CrescentCare. Responsibilities include, and are not limited to, ensuring providers are credentialed, appointed, and privileged with health plans, hospitals and patient care facilities. Maintain up to date data for each provider in credentialing databases and online systems; ensure timely renewal of licenses and certifications.

Competencies for Success

- Ability to provide credentialing, privileging and Primary Source Verification (PSV) services for all staff, including, and not limited to license and certification verification as well as education and prior employment verifications
- Contracting and credentialing with all payers according to payer specific guidelines and requirements
- Initiates and maintains a CAQH account and provider PECOS accounts for all providers
- Initiates and maintains all staff files in MDStaff as well as an electronic file and a paper file
- Necessary technical skills to use electronic health record, incident reporting system, email, and other information systems

Position Requirements

- Three (3) years in the healthcare field working with provider documentation
- Three (3) or more years in the medical credentialing field
- Experience with Primary Source Verification, provider privileging, insurance payer specific contracting and credentialing requirements and online applications including CAQH and PECOS
- Federal criminal background check
- 40 hours of work per week

Education Requirements

- High school diploma
- If hired, documented proof of highest level of education completed must be delivered on first day of employment

Preferred Qualifications

- Fluent in written and spoken Spanish
- Federally Qualified Health Center (FQHC) experience
- HIV/AIDS Knowledge and Patient Experience
- Experience working with the LGBTQ+ community

If interested in being considered for this position, you must apply on the CrescentCare website using the following link:

<https://crescentcare.org/contact/join-our-team/>

Why CrescentCare?

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

What We Do for Our Clients

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery
Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services
Food and Housing Assistance • Smoking Cessation • Syringe Access Program
Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening

Our Offer to You: An Extensive Benefits Package

- All Employees are W-2 Status
- Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program, Life Insurance
- 11 Paid Holidays, in addition to Vacation and Sick Days
- Medical Insurance (Two Plan Options)
- Vision Insurance
- Long-Term Disability
- Short-Term Disability
- 401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution
- Discount Programs

*No Relocation Package Available

*No Work Visa Sponsorship Available

We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.