

At CrescentCare, we bring caregivers and the community together as partners in health and wellness for all. Our experience builds on more than 30 years of impact through our founding organization, NO/AIDS Task Force. Now, as a Federally Qualified Health Center, we're taking that expertise and expanding it!

We now 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.

CrescentCare's 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 provide an extensive benefits package & 11 paid holidays!

Medical, Dental, Vision, Life Insurance, Long-term Disability, Short-term Disability, Employee Wellness Program, 401(k), Paid Vacation and Sick time, Selected Retail Discounts, Employee Assistance Program, Health Savings Account, Consumer Identity Protection, Voluntary Life/AD&D Insurance

Credentialing Specialist I & II

This position supports health care delivery at a non-profit, federally qualified health center. Position handles the completion of all credentialing documents related to the insurance credentialing of providers and facilities; obtaining NPI, Medicaid, Medicare & Commercial Provider numbers for providers and facilities.

Credentialing Specialist I

- Bachelor's Degree required OR high school (or equivalency) and three (3) years' experience in credentialing required.
- One (1) year of experience working with payment programs such as Medicare, Medicaid, and other third - party insurance required
- If hired written proof of highest completed education will be required

Credentialing Specialist II

- Bachelor's Degree required (Four (4) years' experience in Credentialing may substitute for degree)
- Five (5) years of experience working with payment programs such as Medicare, Medicaid, and other third - party insurance required
- If hired written proof of highest completed education will be required

Skills Required

- Demonstrated technical skills to use electronic health record, incident reporting system, email, and other experience with data entry, and typing skills required
- Demonstrated ability to define problems regarding the credentialing processes, assist with the develop resourceful solutions and make recommendations for corrective action
- Extensive knowledge of billing and coding regulations, CMS regulations and FQHC billing guidelines
- Extensive knowledge of regulatory and legal requirements associated with billing activities.
- Demonstrated strong knowledge of medical insurance billing and collections
- Experience with EHR
- Understanding of pertinent regulatory guidelines such as HIPAA

Preferred Qualifications

- Fluent in Written and Spoken Spanish
- HIV/AIDS knowledge and patient experience
- Experience with the LGBT community

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

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=72453&clientkey=5F5F5E57795400143D302CCF0F9143DD>

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.