



Contingent Credentialing Specialist

General Summary:

The Credentialing Specialist's role is to administratively support management and office staff members of LucidHealth with credentialing which contains a broad scope of duties and responsibilities. The individual will be required to exercise judgment, self-starting and organizational skills, advanced diplomacy, and superior identification and resolution skills.

This is an as-needed contingent position. Hours vary and are up to 20 hours/week.

Responsibilities:

- Serve as support staff to the Dir. Of Quality & Organizational Effectiveness and Quality and Credentialing Manager
- Meets regularly to ensure open communication and proper follow through on pending issues.
- Provide support through performing research, providing literature and data regarding Credentialing/QA issues.
- Provide input, suggestions, and possible solutions regarding related credentialing issues.
- Assist in the credentialing process for initial and reappointment of physicians.
- Initiate, administer, verify, compile, manage and maintain information required for credentialing of initial appointees and continuous credentialing for those applying/reapplying to the Medical Staffs.
- Follow legal, State and Federal Agencies, State Licensing Board, The Joint Commission (TJC), and Hospital guidelines and/or regulations.
- Process credentialing applications according to established guidelines set by the Medical Staffs Bylaws on an ongoing basis.
- Assist in maintaining documentation for TJC surveys.
- Assist in the coordination of the Credentialing policies and procedures to include TJC Standards and Federal and State laws.
- Stays knowledgeable in Credentialing standards.
- Protects the confidentiality of physician issues at all times.
- Remain up to date and knowledgeable of TJC Standards, as they relate to Credentialing.
- Ensure proper documentation is kept current and available for each survey.
- Stay informed of any standard changes that occur.
- Assure that appropriate data is maintained in the computer system.
- Assist in maintaining up-to-date data base on all physicians.

- Perform other work-related tasks as requested.

Additional Responsibilities:

- Each employee champions the spirit of LucidHealth's mission by displaying caring, courteous behavior in dealing with co-workers, physicians and outside contacts.
- Demonstrates professional conduct, promotes a positive image to the customers served in both face-to-face, and telephone interactions.
- Promotes teamwork through mutual respect for fellow staff members, developing positive interdepartmental relationships and lending assistance to other office support staff.
- Maintains good attendance record according to LucidHealth policies.
- Demonstrates knowledge of, and compliance with LucidHealth policies.
- Knowledgeable of and participation in safety programs, sexual harassment programs, etc. Continued compliance must be demonstrated annually.

Knowledge and Skill Requirements:

- Bachelor's degree or related experience.
- Previous credentialing experience preferred
- Ability to take initiative to continually improve and enhance the administrative support function.
- Ability to identify problems and recommend solutions.
- Ability to prepare and maintain record and reports.
- Ability to establish and maintain effective working relationships with physicians, hospital staff and others.
- Willingness to perform all duties as assigned.

About LucidHealth

LucidHealth is a physician-owned and led radiology management company. We partner with radiology groups to provide the technology and resources to increase the strategic value of their practices nationwide. Our focus on quality outcomes supported by strong physician engagement provides a unique organizational structure serving as a solid foundation. Our belief is that all patients should have access to the highest quality of subspecialized imaging care, regardless of facility size or location. Our mission is to empower independent radiology groups to deliver world-class, subspecialized care to all patients within the communities they serve. For more information, please visit <http://www.lucidhealth.com>.

LucidHealth (LH) is an equal opportunity employer, providing equal employment opportunities for all qualified applicants and employees without regard to race, color, religion, ethnicity, age, sex, national origin, disability status, genetic information, protected veteran status, marital status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply, send resume to Sara Miller at smiller@lucidhealth.com

