



Immediate Opportunity for Credentialing Assistant – Full-Time

Are you looking for a rewarding position that offers an opportunity to give back to the community? Come join the ParkTree Community Health Center Team!

ParkTree Community Health Center provides comprehensive and integrative medical, dental, and behavioral health services to the local community in the Pomona and Ontario areas.

We are looking for an energetic, professional **Credentialing Assistant** to join our team to join our Team.

Job Summary:

Under direction from the Director of Risk Management and Compliance, the Credentialing Assistant will administer PCHC's internal and health plan credentialing and privileging programs. The credentialing assistant will be responsible for initial and ongoing credentialing for all Licensed Independent Practitioners (LIPs), Other Licensed or Certified Practitioners (OLCPs) and non-licensed clinical staff providing services on behalf of PCHC. He/she will also assist in credentialing/licensing of facilities of the organization and support the Director of Risk Management and Compliance in other duties.

Comprehensive Employee Benefits including, but not limited to:

- Comprehensive Medical/Dental/Vision benefits for Full-Time employees
- Paid holidays, vacation, sick and personal time (up to a combined 30+ days per year)
- Retirement Plan with employer contribution
- Tuition Assistance
- Employee Assistance Program (EAP)

Essential Duties:

- Prepare and maintain credentialing files and reports for all staff subject to credentialing (LIPs, OLCPs, and non-licensed clinical).
- Submit initial and reappointment credentialing applications and conduct follow-up, as needed. Abide to all federal, state, accrediting and third party payor agencies credentialing and privileging guidelines.
- Prepare and submit enrollment applications for both government, commercial health/dental/BH plans for all applicable networks.
- Enroll providers in Medicare/Medicaid as prescribed by each program requirements.
- Monitor application status and conduct all follow up steps until payor approval/completion is obtained.
- Communicate and collaborate with revenue cycle department regarding third party enrollment and application status.
- Perform primary source verification of all credentialing requirements: education, training, experience, certification and licensing.
- Assist with preparation of credentialing packets, participate and assist in facilitating management credentialing committee meetings.

- Complete requests for re-credentialing for staff (LIPs, OLCPs, and non-licensed clinical) and facilities.
- Maintain provider state licenses, Board certifications, DEA certificates, malpractice insurance, CPR certification and any other expiring documents.
- Assist in submission of required documents for Federal Tort Claims Act (FTCA) and supplemental malpractice coverage.
- Communicate appointment, reappointment, clinical privileging decisions and changes to providers and internal/external parties, as required.
- Create, populate, maintain and update credentialing database to ensure accountability and timely submission.
- Access external databases to obtain required documents necessary to complete credentialing applications.
- Manage validation of provider rosters for accuracy on a minimum quarterly basis, as required by contracted health plans and CMS.
- Review provider directory listing(s) and follow-up with health/dental/BH plans to ensure submissions have been accurately processed.
- Respond to requests/inquiries from health plans, as well as other departments.
- Manage and utilize the MedTrainer credentialing module to assist with all credentialing processes and exclusion (OIG, SAM, and Medi-Cal) queries.
- Perform general administrative tasks, including support for Director of Risk Management and Compliance at PCHC.
- Monthly NPDB reports.
- Perform other duties assigned. Assist with special projects, as needed.
- Complies with all mandatory trainings.

Job Qualifications and Skills:

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ParkTree Community Health Center (PCHC) is an equal opportunity employer. PCHC does not discriminate on the basis of race, color, creed, national origin, veteran's status, medical condition or disability, religion, ancestry, age, sex, marital status, or sexual orientation in accordance with all applicable requirements of Federal and State laws.

To apply please send your resume (in PDF or Word Format) to:
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