



Job Title:	Health Center Project Coordinator	Job Category:	
Department/Group:	Health Center	Job Code/ Req#:	
Location:		Travel Required:	Local Travel Required
Level/Salary Range:		Position Type:	Full time
HR Contact:	Jyl Russell	Date Posted:	
Reporting to:	Michelle Venable, HC Operations Director	Posting Expires:	
Last Job Description Update:			
Posting:			

Applications Accepted By:

FAX OR EMAIL:

jobs@bhs-inc.org
 Fax: 310-679-4621

MAIL:

Behavioral Health Services, Inc.
 15519 Crenshaw Blvd.
 Gardena, CA 90249

Job Description

ROLE AND RESPONSIBILITIES

PROJECT COORDINATION DUTIES

- Organize and support activities aimed at strengthening growth and development the Health Centers Network.
- Supervise current projects and coordinates all team members to keep workflow on track.
- Organize, track and report to management the development of project progress.
- Escalates issues and barriers to management to address possible solutions.
- Provides operational assistance for project work.
- Apply for all State, Federal, County programs and all necessary licensures.

CREDENTIALING DUTIES

- Responsible for the timely gathering and submitting for processing to IPAs and health plans on an ongoing basis, all credentialing and re-appointment applications.
- Perform internal credentialing and re-credentialing activities of all providers and practitioners including physicians, mid-level practitioners; involves detailed review of documents and data.
- Prepares credentialing documents for approval from the Medical Director, CEO and Board.
- Obtain and track all privileging and competency documentation for clinical staff.
- Maintains corporate provider contract files.
- Tracks license and certificate expiration for all providers to ensure timely renewals.



ADMINISTRATIVE SUPPORT DUTIES

- Supports the Health Center Executive team with varying administrative support functions.
- Receives and responds to routine correspondence following established procedures not requiring management review.
- Perform other related duties incidental to the work described above.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong organization and multi-tasking skills.
- Excellent analytical and problem solving abilities.
- Time management skills with the ability to meet deadlines.
- Comprehensive knowledge and experience with standard Microsoft Office applications
- Minimum 2 years' recent/relevant experience required.
- Previous experience in the healthcare industry is helpful but preferably in Hospital, Clinic or Private practice setting.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to recognize personal biases working within diverse populations.
- Federally Qualified Health Center (FQHC) experience.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone keyboard reach.
- Light to moderate lifting is occasionally required (up to 25 lbs.)
- Ability to sit at a desk and computer terminal for an extended period of time.
- Ability to move about the facility.
- Vision, hearing, manual dexterity and eye-hand coordination must be adequate for performance of job duties.

WORK ENVIRONMENT:

- Moderate noise (i.e. office with computers, printers, phone, light traffic)
- Medical Office Environment.
- Office Environment.

ADDITIONAL NOTES

N/A

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time