

APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *12 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

This position will pay \$23.37 – \$27.45. Salary is commensurate with experience.

POSITION SUMMARY:

Credentialing Assistant will report to the Associate Director of Human Resources. Will assist with the day to day administrative tasks related to provider credentialing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for scanning and uploading credentialing files onto Paycom.
- Tracks all outstanding paperwork and contacts providers when needed.
- Responsible for running monthly reports for credentialing updates.
- Pre-populate credentialing applications for providers to expedite submission to health plans.
- Contacts health plans for quarterly roster reports.
- Contacts health plans to verify enrollment once submitted to health plan at the 60, 90 or 120 day mark depending on health plan
- Connects with Clinic Managers on a monthly basis to ensure that provider locations and schedule change (days/hours) are accurate; and maintains spreadsheet with this information.
- Inputs dates for health plans, credentialing, and Board Approval documents onto Paycom.
- Reaches out to health plans to term providers when they leave the agency.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Must possess an AA degree and have 2 years of credentialing or administrative experience or equivalent of both degree and work experience. Must be organized, computer savvy and detail oriented. Possess clear and effective oral and written communication skills.

Knowledge of:

Outlook, Microsoft Word and Microsoft Excel, Paycom (Preferred).

Ability to:

Meet all deadlines, be persistent, strong organizational skills and detail oriented. Work with people of diverse cultural, educational, social and economic backgrounds. Must have willingness to learn process of Credentialing.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

COVID-19 Vaccination and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/transgender/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=114153&clientkey=A5559163F67395E0A2585D2135F98806>