**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Credentialing Specialist</th>
<th>FLSA Class:</th>
<th>Non-Exempt</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Human Resources</td>
<td>Position Type:</td>
<td>Full-Time</td>
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**Job purpose**

Chinatown Service Center (CSC) is a multi-service, community health center, which provides compassionate, multi-lingual and culturally sensitive care to the communities of Chinatown, San Gabriel Valley and beyond. Our mission is to provide outstanding services and advocacy that promote better quality of life and equal opportunity for immigrants and other communities.

The Credentialing Specialist will be responsible for gathering and submitting to all CSC funders/payors of all credentialing and re-appointment applications of all licensed independent practitioners in accordance with CSC Policies & Procedures, national standards and regulatory requirements. Additionally, will also spearhead compliance efforts and will support CSC’s Risk management committee meetings. The Credentialing Specialist will also develop policies and procedures that are affective in compliance with laws and regulations. This role will report to the HR Manager and will work with all departments to support and track compliance across all clinic sites and assist with any license and certification renewals and reporting changes.

**Duties and responsibilities**

**Credentialing:**

- Create and carry out various credentialing processes in relation to licensed providers in medical, dental, allied health and behavioral health departments.
- Ensure that all credentialed providers adhere to facility and staff policies, department guidelines, regulations and government laws.
- Track deadlines and process applications and reappointment paperwork and ensure for full completeness and accuracy.
- Ensure that all credential files are current and complete pursuant to expiration date of medical licenses, board certification, professional-liability and FTCA coverage, DEA and other pertinent information.
- Collect and verify sensitive provider data through confidential sources.
- Audit files based on internal standards and regulatory requirements.
- Monitor and report application status and provide appropriate correspondence to providers and department heads when necessary.
• Collaborate on projects and have knowledge on Joint Commission, NCQA and CMS and California State and national credentialing and privileging standards.

Qualifications

• Broad knowledge of public health and/or healthcare strategy.
• Master’s degree in Public Health strongly desired but not required. Bachelor’s degree with a combination of relevant experience is equivalent.
• In depth knowledge of public health programs, research, infrastructure, and current issues and best practices.
• Ability to manage multiple tasks and projects.
• Collaborative nature, with skills to move projects from ideas to action and implementation.
• Be competent in using Microsoft Office applications such as Word and Excel.
• Strong interpersonal, oral, and written communication skills.
• Obtain Certification in Healthcare Compliance (CHC) within 1 year of employment

Direct reports

HR Manager