

# ROBERT SMITH

## Sr. Credentialing Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

To work in a challenging and stimulating environment with opportunity to use current experience and to enrich knowledge and enhance experience. To contribute towards the achievement of organizational objective by applying professional skills.

### CORE COMPETENCIES

Extensive Customer Service Experience Money Handling Experience Experience in professional and office settings.

### PROFESSIONAL EXPERIENCE

#### Sr. Credentialing Assistant

Immigration Customs Enforcement ERO - 2016 – 2020

##### Key Deliverables:

- Responsible for all functions related to healthcare worker and other contractor staff credentialing, re-credentialing and privileging in accordance with regulatory/compliance guidelines as well as IHSC requirements.
- Responsible for obtaining and verifying credentials, certifications, state licensures, and other professional credentials as well as maintaining on-going checks to ensure that all credentials remain current.
- Responsible for the accuracy and integrity of the credential/privileging files, whether in hard copy or electronic form.
- Initiated and followed through on all aspects of the credentialing process, including initial and re-credentialing, for all healthcare and other staff as needed.
- Prepared and generated healthcare worker and other staff credentialing/privileging packets and provides guidance to ensure timely completion.
- Conducted various background checks from a wide variety of sources as needed to verify the credentials and suitability of candidates, including but not limited to NPDB, OIG/GSA, National Sex Offender Registry, and the National Student Clearinghouse.
- Maintained new hire as well as on-going credential files for IHSC staff, and makes them accessible as needed.

#### Credentialing Assistant

Delta Corporation - 2006 – 2011

##### Key Deliverables:

- Provided administrative support for the Provider Participation Credentialing Program to ensure that all provider information is current and accurate.
- Ensured that all employed Memorial Providers are credentialed with the appropriate managed care, governmental agencies and all participating .
- Retrieved providers credential paperwork through the state License board, DEA, NPDS, FSMB, Medicaid Opt out, Board Exclusion, Death master file.

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- Verified physicians and allied health providers in multiple states for a newly formed HMO, Care Improvement Plus, including retrieval of applications,.
- Responsible for company account to purchase and process requests for physician AMAs Cross-trained to assist Credentialing Coordinator and other .
- Handling and processing high volume of provider applications Auditing errors on applications Creating meeting minutes; arranging conference calls .
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

- Technology - 1996(Coosa Valley Technical Institute - Rome, GA)