

Credentialing Manager

ROBERT SMITH

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Objective

Twenty three years of progressive experience within multiple lines of business throughout the Human Resource and Healthcare industries. Proven ability to exceed production goals by building and mentoring teams through effective managing and training.

Skills

Microsoft Office, Medical Billing, Medical Records, Credentialing, Customer Relations, Public Speaking.

Work Experience

Credentialing Manager

ABC Corporation - May 2011 - June 2013

- Lead, developed and trained all internal employees and responsible for all the human resources activities within the branch as dictated by company standards.
- Responsible for maintaining compliance of all external employee personnel records.
- Assisted candidates through the application process.
- Processed all workmens compensation claims for the office.
- Completed reference checks on all applicants being considered for employment.
- Processed the criminal history record search through the appropriate Consumer Reporting Agency (or state criminal records repository, if applicable).
- Ensured that applicants are notified of scheduled for orientation within three working days of application.

Credentialing Manager

Delta Corporation - 2006 - 2011

- Oversee the workflow for the credentialing team o Review provider files for appropriate documentation required for the credentialing process.
- o Collect and maintain files for physicians and Behavioral providers which include application(s), contract(s) and additional required documents.
- o Primary Source Verifications Medical school, Board certification, License, Work History, DEA, Opt-Out, SAMs, NPI, NPDB and OIG o Ensure completed .
- Monitor/tracking/trending the accuracy of specific credentialing functions performed by departmental staff Identified and documents opportunities for .
- Obtain, maintain, and verify 50+ physicians credentials.
- Complete provider applications for healthcare carriers.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

AAS - (ECPI College Of Technology Concord - Concord, NC)