

ROBERT SMITH

Jr. Credentialing Manager

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SUMMARY

An experienced credentialing professional with strong communication, organizational, and problem-solving skills.

SKILLS

Medical Staff Credentialing.

WORK EXPERIENCE

Jr. Credentialing Manager

ABC Corporation - 2013 – 2013

- Responsible for leading, coordinating, monitoring, and maintaining the credentialing and re-credentialing process.
- Facilitated all aspects of credentialing, including initial appointment, reappointment, the expirables process, and clinical privileging for Medical Staff and Allied Health Professionals.
- Established a timely appointment and reappointment process.
- Developed privilege criteria, privilege delineations, and other documents necessary for an effective credentialing process.
- Worked with the Medical Staff to facilitate development of competency criteria for individual clinical privileges.
- Responsible for managing, coordinating, and monitoring the Medical Staff Services functions.
- Collaborated and coordinated with Medical Staff leaders and administrative representatives.

Credentialing Manager

Delta Corporation - 2008 – 2013

- Responsible for credentialing new and established health care providers with maintenance of information to include primary source verification (follow .
- Responsible for the credentialing and recredentialing of 1600 network practitioners in Washington, Oregon, California, Arizona, Texas, Illinois, and .
- Responsible for the Credentialing and Recredentialing of 4000 physicians, and over 2800 delegated practitioners Improved application turn around .
- Supervised employees responsible for the credentialing of physician assistants to work at surrounding Hospitals and Surgery Centers.
- Coordinate credentialing processes of the medical staff and allied health professionals of 6 medical clinics and chiropractic providers.
- Verified education, employment history, malpractice insurance coverage, licensure, Medicare sanctions, hospital membership; Obtained and maintains .
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Bachelor Of Science In Business Administration - (University Of Charleston - Charleston, WV)