

ROBERT SMITH

Credentialing Manager III

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Secure an Account Credentialing Manager position where will be an asset making a significant contribution to employer due to training, file management and leadership skills. Desire a role that will afford both professional and personal growth while utilizing knowledge and background.

EXPERIENCE

Credentialing Manager III

Aperture Credentialing, LLC - 2016 - 2020

- Provided ongoing motivation, counseling, feedback, new client information/changes, system enhancements and updates to team associates in a timely manner.
- Monitored all Work in Process reports to ensure profile delivery consistent with agreed-upon timelines per client agreement.
- Acted as first point of escalation for practitioner/office complaints.
- Reported and resolved complaints per company policy.
- Provide Wiki (client specific requirements) updates to QI Department per company policy.
- Monitored active CVOne users.
- Participated in preparation for file/quality audits from clients and external accrediting bodies.

Credentialing Manager

Delta Corporation - 2008 - 2013

- Credentialing Manager for 3 DBAs at ADO Health Services (Formerly Anesthesiologists DO Inc) Doctors Pain Clinic - Progressive Counseling Center - .
- Credential MDs, DOs, PAs, PTs, OTs, and RNs with local facilities promptly and accurately Complete and maintain provider enrollment with CMS and .
- Collect and maintain files in relation to credentialing of network providers, including application, contracts, current physician licenses, DEA .
- Reviewed credentials files for potential red flags.
- Monitored and filed all received information Performed new applicant primary source verification Updated database (CAQH) for currency and accuracy .
- Responsible for management of staff and oversight regarding the credentialing and recredentialing of Premier Health Care Services providers with .
- This is Dummy Description data, Replace with job description relevant to your current role.



EDUCATION

- History - 1999(Joliet West High School - Louisville, KY)



SKILLS

Microsoft, Medical Credentialing, Medical Billing, Law Enforcement.