



OLIVIA SMITH

Credentialing Administrator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Strategic Planning



Multi-tasking



Presentation Development



Document Management



Document Compliance Management



Documentation Skills



INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

STRENGTHS

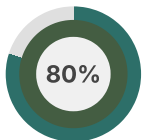
🔗 Pragmatism

🍃 Sensitivity

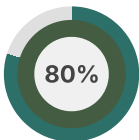
💖 Sincerity

📌 Stability

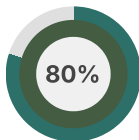
LANGUAGES



English



French



German

ACHIEVEMENTS

★ Successfully streamlined the credentialing process, reducing application turnaround time by 30%.

★ Developed and implemented a comprehensive training program for new credentialing staff, improving onboarding efficiency by 25%.

PROFESSIONAL SUMMARY

Driven Credentialing Administrator with 5 years of experience in managing credentialing processes and ensuring compliance with healthcare regulations. Adept at enhancing operational efficiency and accuracy while fostering positive relationships with healthcare providers. Proven ability to streamline workflows and implement effective policies that support organizational success.

WORK EXPERIENCE

Credentialing Administrator

📅 Mar / 2022-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Supervised a team of credentialing specialists, ensuring accurate registration and license renewal for physicians while resolving issues promptly.
2. Processed DEA reappointment applications efficiently, ensuring compliance with regulatory standards.
3. Reviewed initial appointment applications and supplemental documents for 21 hospitals, guaranteeing completeness and accuracy.
4. Conducted primary source verification for initial and re-appointments, maintaining high standards of quality.
5. Managed the renewal process for physician hospital privileges, ensuring timely and accurate submissions.
6. Oversee the credentialing process for healthcare providers to ensure compliance with regulations.
7. Tracked billing hours and submitted invoices, ensuring accurate financial records.

Credentialing Manager

📅 Mar / 2020-Mar / 2022

Summit Peak Industries

📍 Denver, CO

1. Managed a department staff of 20, overseeing daily operations and performance.
2. Developed and updated credentialing policies and procedures to align with industry best practices.
3. Coordinated monthly credentialing committee meetings with physicians and medical directors to review applications.
4. Assisted in the development and implementation of a new credentialing database, enhancing data management.
5. Led a team of 4 Credentialing Coordinators and 1 Contract Specialist, driving team performance and efficiency.
6. Conducted audits of credentialing procedures across entities, ensuring compliance and identifying areas for improvement.

EDUCATION

Bachelor of Science in Health Administration

📅 Mar / 2018-Mar / 2020

University of Health Sciences

📍 Chicago, IL

Focused on healthcare management principles and practices, with coursework in compliance and quality assurance.