

# Robert Smith

## *Assistant Credentialing Manager I*

### PERSONAL STATEMENT

Proven success working with colleagues, supervisors and clients or students. Able to collaborate with groups and foster team work. Experience in dealing with difficult people and managing conflict. Attention to detail is superb. Outstanding organizational skills. Personnel and program management experience. Well-rounded individual. High energy and high efficiency. Positive, effective leadership style.

### WORK EXPERIENCE

#### ***Assistant Credentialing Manager I***

**Spanish Peaks Behavioral Health Centers - October 2014 - 2020**

##### *Responsibilities:*

- Assured the organization and staff fulfill credentialing requirements.
- Monitored provider staff licensure and intercede when necessary.
- Developed center guidelines and policies regarding credentialing.
- Determined return on investment and verification of information for third party insurance companies.
- Interfaced with clinical services, human resources, billing, business development and accounts receivable.
- Researched and created new business with third party insurance companies in Pueblo, Las Animas and Huerfano counties.
- Provided weekly reports of status of licensure and privileging for all new hire hospitalists.

#### ***Credentialing Manager***

**Delta Corporation - 2013 - 2014**

##### *Responsibilities:*

- Initial Credentialing, Delegation and Re-Credentialing Supervised, trained and hired staff Integrated acquired HealthPlans Assisted on consolidating .
- Implemented due diligence and improvement action plans.
- Conducted audits and operating reports.
- Developing, implementing, monitoring, and evaluating patient care as provided by the Medical Staff, assuring that quality services are provided .
- Applied industry expertise toward directing the Credentialing Verification Organization (CVO), with full accountability for tracking and completing .
- Contributed dynamic leadership abilities in overseeing a 4-member team and supervising the delegated credential contracts.
- Managed 8 staff members and the credentialing process for over 8,000 health plan providers, ensuring compliance with multiple product criteria and .

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office, Adobe,  
Many Payroll And  
Administrative Systems.,  
Managing People, Higher  
Education.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## Education

Master of Business Administration in Business Administration -  
(Colorado State University)