

Robert Smith

Credentialing Manager II

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SUMMARY

Credentialing professional with extensive experience in delivering positive results in support of various State Regulations, NCQA and JCAHO requirements. Areas of expertise include: Productivity Management Quality Assurance Policy Implementation Exceptional Problem Solving Customer Interaction Skills Project Management Presentation Skills Team Motivating Activities.

SKILLS

NAMSS Credentialing Provider Credentialing Specialist.

WORK EXPERIENCE

Credentialing Manager II

ABC Corporation - February 2008 - May 2014

- Managed the operations for a 9 facility system credentialing office with a staff of 8 and medical/allied health staff size of 4200.
- Ensured that initial appointment specialist complete faculty credentialing applications in less than 90 days which facilitates the enrollment of the physicians into the government payer plans and 120 managed care plans for which Emory has delegated agreements.
- Ensured that reappointment specialists complete applications 2 months prior to the expiration of the current appointment to ensure that if any adverse actions are found, files can be presented to the Governing Board as they only meet every other month.
- Conducted manual and virtual audits of applicant records to ensure that all specialists have obtained all required documents in accordance with each hospitals bylaws requirements.
- Reviewed malpractice claims issues for proper escalations to ensure that chairs and chief have an opportunity to review and make recommendations on applicants with adverse issues.
- Created and revised credentialing procedures and manual.
- Trained experienced and non-experienced staff in the field of credentialing for the purpose ensure regulatory compliance.

Credentialing Manager

Delta Corporation - 2003 - 2008

- Expanded my knowledge base in credentialing by being the primary credentialing contact and managing the credentialing functions for approximately 200 hospitalists for the Houston location.
- Completed applications, applied for and assisted with facilitation of obtaining hospital privileges for all new hospitalists joining IPC, which included reaching out to training institutions, hospitals, and references for responses to hospital inquiries in support of JCAHO requirements.
- Completed CMS 855I and 855R applications and applied for TPIs for Medicaid privileging for all hospitalist (new and currently employed).
- Responded to inquiries and/or requests from the Texas State Medical Board for additional supporting documentation for new state license applicant.
- Completed re-appointment/recredentialing applications for all employed hospitalists.
- Applied for malpractice coverage for all new hospitalists.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

High School Or Equivalent In Computer Science - 1983(Hudson High School - Hudson, FL)