

MMBS Job Description Form

JOB TITLE: Credentialing Assistant	REPORT TO: Credentialing Manager
JOB CLASS: Clerical	CLIENT/HOSPITAL:
DEPARTMENT: Credentialing	EMPLOYMENT STATUS: Full-time, Non- Exempt

I. Position Summary:

Responsible for preparing and submitting all credentialing applications, with completion work as indicated by the Credentialing Manager.

II. Essential Job Functions:

Following is a list of the essential duties and responsibilities required of this job. The tasks and the time spent performing each task may vary as business needs require. Target quota information is included if it is a performance measure. Marina Medical Billing Service maintains the right to modify job duties and responsibilities at its discretion.

- Preparing and submitting credentialing applications
- Following up on status of applications for Physicians and Payers
- Keep detailed log of all pending and completed work
- Communicate with Physicians, Payers, Managers, and co-workers
- Other duties as assigned

III. Knowledge, Skills, Abilities & Education:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the **minimum** knowledge, skills and abilities required. Employees who do not possess the requirements for a job at time of hire or transfer/promotion are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon in writing, with the hiring manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Employees will follow any other instruction, and perform any other related duties, as may be required.

- Excellent written and verbal communication skills
- Ability to pay close attention to detail and meet deadlines
- Ability to communicate well with others
- Ability to work with minimal supervision
- Ability to follow direction, creates a professional image, well organized
- Knowledge of MS Word & Excel, office equipments such as facsimile, copy machine, & typewriter

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VI. Education & Experience:

- High School Diploma/GED
- Medical office experience required
- 2+ years experience working in credentialing preferred

VI. Physical Dimensions:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ADA Requirements:	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers and staff.				X
Mobility: Standing & Walking Must be able to move around on foot to make copies, deliver charts, and attend department & staff meetings.	X			
Climbing/Pulling/Kneeling: Must be able to pull charts out off filing cabinets. Use stool if needed. Kneeling is required when pulling charts at ground level.	X			
Lifting/Pulling/Pushing: Must be able to lift charts out off filing cabinets. Use stool if needed. Pushing and pulling is required for all door ways, cabinets drawer	X			
Fingering/Grasping/Feeling: Typing on keyboard, dialing on phone, writing, and holding small office supplies.				X

Employee's Name (Print) Date

Employee's Signature

Manager/Supervisor's Name Date

Manager/Supervisor's Signature