

# MMBS Job Description Form

JOB TITLE: Credentialing Manager	REPORT TO: Director of Finance
JOB CLASS: Manager	CLIENT/HOSPITAL: All MMBS clients
DEPARTMENT: Credentialing	EMPLOYMENT STATUS: Full-time, Exempt

## I. Position Summary:

Responsible for managing the daily workflow of the credentialing department, ensuring efficiency and accuracy of work; supervising and training the credentialing assistants; and reviewing the preparation and submission of all credentialing applications.

## 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.

- Manage and distribute daily workflow
- Ensure timely processing of all credentialing requests
- Research and resolve all credentialing issues
- Review all provider credentialing applications prior to distribution
- Inform/Update credentialing dept. with provider enrollment criteria
- Manage new client start-up, group credentialing, and special projects
- Hire, train, evaluate, and supervise employees
- Maintain/Update credentialing reports
- Communicate credential status to Providers, Client Directors, and Client Managers on an as needed basis
- Other duties as needed

## 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
- Strong organizational and attention to detail skills with the ability to meet multiple deadlines
- Ability to communicate well with others, and effectively manage staff
- Ability to work with minimal supervision
- Proficient in MS Word & Excel, and ability to operate basic office equipment.

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### VI. Education & Experience:

- High School Diploma/GED required. College level coursework preferred.
- Medical office experience required
- 5+ 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%
<b>Seeing:</b> Must be able to read reports and use computer				X
<b>Hearing:</b> Must be able to hear well enough to communicate with co-workers and staff.			X	
<b>Mobility: Standing &amp; Walking</b> Must be able to move around on foot to make copies, deliver charts, and attend department & staff meetings.	X			
<b>Climbing/Pulling/Kneeling:</b> Must be able to pull charts out off filing cabinets. Use stool if needed. Kneeling is required when pulling charts at ground level.	X			
<b>Lifting/Pulling/Pushing:</b> 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			
<b>Fingering/Grasping/Feeling:</b> 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

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Manager/Supervisor's Signature