

CREENTIALING SPECIALIST

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time Credentialing Specialist at our main clinic in Salt Lake City, Utah.

Job Summary

- **Overview:** Assists and coordinates the various aspects of the credentialing and recredentialing processes for designated staff. Performs administrative tasks and services to support effective and efficient operations of the organization's human resource department.
- **Reports to:** HR Director
- **Department:** Human Resources
- **Business Unit:** Strategy
- **Patient Care:** No
- **Worker Status:** Full-time, hourly
- **Benefits Eligible:** Yes
- **Hours Per Week:** 40
- **Work Schedule:** To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday. Evening and weekend work may be required depending on position requirements.
- **Supervisory responsibilities:** None
- **Closing Date:** January 3, 2022 or open until filled.
- **Apply:** Send your resume and any pertinent application materials to - jobs@schc.net, please state which job you are applying for; or visit our [website](#)!
- **Contact:** Mark Wiesenberg, markw@sacredcircle.com; 801-359-2256 ext. 177

The successful candidate:

Credentialing

- Assists with the review and screening of initial and reappointment credentialing applications for completeness, accuracy, and compliance with federal, tribal, state, local and clinic regulations, guidelines, policies, and standards.
- Conducts primary source verification, collects, and validates documents to ensure accuracy of all credentialing elements; assesses completeness of information and qualifications relative to credentialing standards and SCHC criteria.
- Identifies, analyzes and resolves extraordinary information, discrepancies, time gaps and other idiosyncrasies that could adversely impact ability to credential and enroll

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practitioners; discovers and conveys problems to HR credentialing lead for sound decision making in accordance with SCHC credentialing policies and procedures, federal, tribal, state, local and government/insurance agency regulations.

- Enters, updates and maintains data from provider applications into credentialing database, focusing on accuracy and interpreting or adapting data to conform to defined data field uses, and in accordance with internal policies and procedures.
- Prepares, issues, electronically tracks and follows-up on appropriate verifications for efficient, high-volume processing of individual applications in accordance with applicable credentialing standards, established procedural guidelines, and strict timelines.
- Participates in the development and implementation of process improvements for the system-wide credentialing process; prepares reports and scoring required by regulatory and accrediting agencies, policies and standards.
- Communicates clearly with providers, their liaisons, Clinic medical staff leadership and Administration, as needed to provide timely responses upon request on day-to-day credentialing and privileging issues as they arise.

Human Resources

- Maintains accurate and up-to-date human resource files, records, and documentation and maintains employee information by entering and updating employment and status-change data in the HRIS system.
- Assists with hiring and selection processes, onboarding new employees, and new hire orientation, assists with interview scheduling, candidate sourcing, and job postings.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Provides clerical support to the HR department. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- May assist with benefit enrollment functions including processing, answering employee questions, and fixing processing errors.

General

- Monitors recredentialing and employee files to ensure completeness and accuracy; reviews all file documentation for compliance with quality standards, accreditation requirements, and all other relevant policies; prepares and provides information to internal and external customers as appropriate.
- Maintains professional growth and development, may be through seminars, workshops, and professional affiliations to keep abreast of latest developments to enhance understanding of various regulations and legislation of the health care industry and human resources.
- Performs miscellaneous job-related duties as assigned.

Required Education, Experience, Knowledge, Skills, and Abilities

Education & Experience:

1. Associates degree in related field required.
2. 2 years' experience credentialing in a medical practice business office role or similar required
3. Certified Provider Credentialing Specialist preferred.

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Knowledge, Skills, and Abilities

1. Knowledge of medical provider credentialing and accreditation principles, policies, processes, procedures, and documentation.
2. Knowledge of Microsoft Word and Excel, and Internet use
3. Working knowledge of clinical and/or hospital operations and procedures.
4. Proficient with Microsoft Office Suite or related software.
5. Skill in establishing priorities with independent coordination of day-to-day aspects.
6. Skills in customer service.
7. Skills in information research and databases.
8. Ability to respond to emails timely and effectively.
9. Ability to plan and prioritize tasks to meet deadlines
10. Ability to communicate effectively both orally and in writing.
11. Ability to use independent judgment and to manage and impart confidential information.
12. Ability to maintain confidentiality and discretion.
13. Ability to make administrative/procedural decisions and judgments.
14. Ability to learn new applications to function effectively in a remote work environment.
15. Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
16. Excellent organizational skills and attention to detail.
17. Proficient with or the ability to quickly learn human resource information system (HRIS), and similar computer applications.

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants