

### **POSITION OVERVIEW**

Job Title: Lead Credentialing Specialist  
Business Title: Senior Credentialing Specialist, Credentialing Specialist  
Job Code: LDCREDSPEC  
FLSA Status: Exempt  
Department: XXXXXX  
Reports to: Sr. Director of Contracting, Compliance, Provider Enrollment and Credentialing  
Location: XXXXX  
Draft Date: 01-15-2026  
Revision Date: XXXXX  
Approved By: XXXXX  
Role: Individual Contributor

### **POSITION SUMMARY**

Acts as a liaison between the Practice, hospital medical staff offices, national and state/governmental agencies, accreditation agencies, and managed care organizations, to enable Physicians and APPs to provide services. Responsible for process improvement and ensuring that the established credentialing processes are complete, accurate and in compliance.

### **POSITION DUTIES AND RESPONSIBILITIES**

#### **SENIOR CREDENTIALING SPECIALST:**

- Serves as main contact as delegate between Providers and Credentialing Agencies, ensuring proper credentialing and regulatory compliance.
- Assess, analyses, and provides solutions to complex issues regarding credentialing and licensures.
- Collects and maintains Provider's current credentialing information.
- Following established procedures, obtains hospital privileges for Providers by completing initial and delegated credentialing applications.
- Communicates efficiently with hospitals and facilities to ensures all requests are handled in a timely manner.
- Completes all necessary paperwork and ongoing requests as needed for hospital credentialing.
- Processes affiliation verification requests upon receipt.
- Manages annual Flu for Providers.
- Maintains OneApp, ECLIPSE, SharePoint, and One Drive to include updating Provider's demographics, as credentials become outdated, adding/terminating Providers and updating application data.
- Monitors the Provider's State and DEA and schedules fingerprinting session for renewals.
- Assists with Quality department to supply needed documents from credentialing files for audits/reports.
- Maintains current Certificate of Insurance (COIs) for all Providers.
- Responsible for gathering case log reports for initial applications.
- Manages the report that notifies the hospital team of when the Provider's initial privileges have been granted and applications are in process, to ensure IDs are completed with the Hospitals and IT.
- Assists APPs with Focus Practice Professional Evaluations (FPPE) and Ongoing Practice Professional Evaluations (OPPE).
- Off boards Providers by withdrawing privileges as needed.
- Responsible for ordering 222 forms for established physicians as needed.
- Performs other related duties incidental to the work described herein.

**CREENTIALING SPECIALST:**

- Processes Provider's reappointment applications for all contracted hospitals and facilities in a timely manner.
- Responds to all reappointment email requests from hospitals and facilities as needed.
- Maintains and tracks reappointment files on an ongoing basis.
- Processes and updates Continuing Medical Education (CMEs) report for all Providers to meet reappointment requirements to ensure Providers are current.
- Gathers case log reports for reappointment applications.
- Updates APPs privileges tracking report located on SharePoint as needed.
- Distributes pathology report faxes to radiologists and chief of hospital.
- Completes verification of employment forms for radiologists and teammates as needed.
- Monitors and maintains State and DEA license renewals for all Providers via the appropriate state/government websites.
- Maintains OneApp and ECLIPSE systems for all Providers as State and DEA license renewals update.
- Monitors the Provider's State and DEA licenses and schedules fingerprinting session for renewals.
- Verifies TMB license web verifications monthly.
- Notarizes documents for providers as needed.
- Maintains annual Flu vaccinations for Providers and updates tracking sheet.
- Performs other related duties incidental to the work described herein.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work efficiently and courteously with all internal/external customers.
- Must have strong documentation and organizational skills and the ability to handle highly confidential information.
- Demonstrated ability to concentrate on moderate detail with constant interruption.
- Demonstrated ability to understand and relate to specific ideas general, several at a time and remember multiple tasks over long periods of time.
- Highly motivated with great organizational skills.
- Demonstrates appropriate customer service attitudes and services in a variety of work settings.
- Proficient in word processing, spreadsheets, Internet, database and presentation software.
- Demonstrates a results orientation for delivering appropriate products and services in an accurate, complete and timely fashion.
- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently.
- Successful incumbent possesses high energy, drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; and is focused on achieving results.

**REQUIRED QUALIFICATIONS**

- Education - Bachelor's Degree preferred.
- Experience - One to Two years of experience in medical staff services or credentialing or human resources required.

**PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE**

- N/A

**Physical Activities**

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never       Occasionally       Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never       Occasionally       Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never       Occasionally       Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never       Occasionally       Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never       Occasionally       Constantly

Communicating with others to exchange information.

Never       Occasionally       Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never       Occasionally       Constantly

Operating machinery and/or power tools.

Never       Occasionally       Constantly

Operating motor vehicles or heavy equipment.

Never       Occasionally       Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never       Occasionally       Constantly

### Environmental Conditions

Low temperatures.

Never       Occasionally       Constantly

High temperatures.

Never       Occasionally       Constantly

Outdoor elements such as precipitation and wind.

Never       Occasionally       Constantly

Noisy environments.

Never       Occasionally       Constantly

Hazardous conditions.

Never       Occasionally       Constantly

Poor ventilation.

Never       Occasionally       Constantly

Small and/or enclosed spaces.

Never       Occasionally       Constantly

No adverse environmental conditions expected.

Never       Occasionally       Constantly

### Physical Demands

Sedentary work that primarily involves sitting/standing.

Never       Occasionally       Constantly

Light work that includes moving objects up to 20 pounds.

Never       Occasionally       Constantly

Medium work that includes moving objects up to 50 pounds.

Never       Occasionally       Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never       Occasionally       Constantly



I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

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Support Teammate's Signature

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Date