

### **POSITION OVERVIEW**

Job Title: License Specialist II  
Business Title: *License Specialist II*  
Job Code: LICSPECII  
FLSA Status: Non-Exempt  
Department: Credentialing, Licensing, & Privileging -Licensing  
Reports to: Sup, Credentialing, Licensing, & Privileging  
Location: Remote  
Draft Date: 03/05/2026  
Revision Date: 03/05/2026  
Approved By: Karen Vineyard  
Role: Individual Contributor

### **POSITION SUMMARY**

Radiology Partners is hiring a License Specialist. The position will report to the Supervisor, Credentialing, Licensing, & Privileging and will be focusing on processing, monitoring and renewing licenses across our nationwide practice.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Completes provider credentialing and re-credentialing licensing applications within State guidelines
- Monitor provider license application statuses; conduct follow-up and problem resolution as needed
- Coordinate with practice leadership, hospitals, and providers to complete licensing process, including any additional documentation, information, or applications
- Track license and certification expirations for all providers to ensure timely renewals
- Maintain accuracy of provider data in credentialing databases systems
- Ensure strict confidentiality of credentialing licensing files and databases
- Keep management informed of progress and escalate issues as needed related to license/DEA & CDS status
- Uphold all credentialing specific policies and procedures
- Maintains copies of current state licenses, DEA certificates, malpractice coverage and any other required credentialing documents for all providers
- Completes renewal process for (DEA/CDS) controlled substance registrations and state licenses
- Requests FSMB, FCVS, and AMA profiles when applicable
- Coordinate completion of all requirement documents and forms for state licensure
- Complete and review all license applications to ensure accuracy prior to submission
- Sets up and maintains provider information in online credentialing databases and systems
- Assists Radiologists through the licensing process
- Supports with special projects. Performs miscellaneous job-related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience in the healthcare industry (minimum 5 US States licensing experience)
- Ability to organize and prioritize work and manage multiple priorities
- Excellent verbal and written communication skills including letters, memos, and emails
- Excellent attention to detail
- Ability to research and analyze data
- Ability to work independently with minimal supervision

- Ability to establish and maintain effective working relationships with providers, management, staff, and contacts outside the organization
- Ability to meet strict deadlines, manage multiple priorities, and organize details efficiently
- Knowledge and comprehension of the credentialing process
- Mid-Advanced experience use of Microsoft Office applications (Word, Excel, PowerPoint) and internet resources (State & Federal Board websites)
- Familiarity with credentialing software applications is a plus

**REQUIRED QUALIFICATIONS**

- 5 + years of experience in licensing processing (submissions & verifications)

**PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE**

- CERTIFIED PROVIDER CREDENTIALING SPECIALIST (CPCS) THROUGH NATIONAL ASSOCIATION OF MEDICAL STAFF SERVICES PREFERRED.

**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.

\_\_\_\_\_  
Support Teammate’s Signature

\_\_\_\_\_  
Date