**Senior Credentialing Specialist Standard Job Description**

**Classification Title:** Senior Credentialing Specialist

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Senior Credentialing Specialist evaluates, analyzes, and coordinates all aspects of the credentialing and credentialing processes.

**Essential Duties and Responsibilities:**

**40% Credentialing Application Review**

* Review and screen initial and reappointment credentialing applications for completeness, accuracy, and compliance with federal, state, local and institutional regulations.
* Conduct primary source verification and validate documents to ensure accuracy of all credentialing elements.
* Assess completeness of information and qualifications relative to credentialing standards.
* Identify, analyze, and resolve discrepancies and other issues that could impact the ability to credential and enroll practitioners.
* Convey problems to Medical Staff for decision-making in accordance with policies and regulations.

**20% Coordination and Communication**

* Coordinate with contracted credentialing companies to ensure efficient processing of individual applications.
* Communicate clearly with providers and relevant staff regarding credentialing and privileging issues as they arise.
* Complete privileging and re-privileging forms for providers by due dates.

**10% Process Improvement and Reporting**

* Participate in the development and implementation of process improvements for the credentialing process.
* Prepare reports required by regulatory and accrediting agencies, policies, and standards.
* Update policies and procedures as needed.

**10% Risk Management Collaboration**

* Work with Risk Management to maintain institutional malpractice policies for providers.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Associate’s degree or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**