Position: Credentialing and Privileging Clerk

POSITION SUMMARY

Under the direction for the Credentialing Manager, provides inclusive support services to the HMS Credentialing Department for the credentialing and privileging of all applicable staff.

This position requires organizational skills, attention to detail, ability to meet stringent deadlines, and self-motivation with little or no supervision. This position involves absolute confidentiality of provider/staff information and proprietary information about HMS. Employee is responsible for establishing and maintaining interpersonal relationships with licensed independent practitioners, other licensed or certified providers, other clinical staff, visitors, any other HMS employees and other professionals both inside and outside HMS in a courteous, respectful and professional manner.

POSITION ACCOUNTABILITIES

1. Maintains and implements a system of credentialing checklists and files for all licensed independent practitioners (LIPs), other licensed or certified providers (OLCPs), other clinical staff (OCS).
2. Responsible for assuring that all applicable staff credentialing files are complete.
3. Work with all applicable departments and service lines to ensure credentialing and privileging documents and files are submitted timely for approvals.
4. Maintains documentation and dates of credentialing and privileging processes.
5. Maintains files for all HMS providers and sites
    a) Files shall include all elements listed in the LIP, OLCP and OCS checklist as referenced in the policy and procedure QI-005.1.
    b) Be able to provide copies of all licensures, certifications and other expected documentation to Patient Safety Risk Management Committee for all credentialing and privileging applications and renewals as per the new hire process or biennial for renewals.
6. Other duties as assigned.

MINIMUM QUALIFICATIONS

- Possess a high school diploma.
- Have worked at least five years in medical office or similar setting.

REQUIRED SKILLS

- Working knowledge of all Microsoft Office Suite programs and ability to learn new software platforms as needed, along with ability to gather research information utilizing online resources.
- Multitasking skills, including the ability to manage several projects simultaneously.
- Effective verbal and written communication.
- Excellent organizational skills.
- Strong customer service, work ethic and critical thinking skills.
- Ability to work independently and complete projects in a timely manner.
- Prioritize tasks, meet deadlines and maintain communication with designated programs and supervisor(s).
- Capacity to maintain confidentiality and professionalism.
- Ability to adapt to new or changing situations.
- Ability to travel as needed for training, recruitment or other program requirement needs.

TO APPLY:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or
Dropped off or mailed:
1105 N. Pope Street, Building C, Silver City, NM 88061
or
530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788