

Position: Credentialing Supervisor



POSITION SUMMARY

Under the direction from the Chief Support Officer, the Credentialing Supervisor provides supervision of the Credentialing Clerk(s) and comprehensive support services for the Credentialing Department.

POSITION ACCOUNTABILITIES

1. Provider Credentialing

- Submission of all data required to primary source verification entities for financial dept. provider billing (procedures attached)
- In coordination with CEO, CCO and CSO on proposed contracts and fee schedules from insurance companies.
- In coordination with CSO responsible for contract required credentials
 - Assists newly hired practitioners in the application process to NM Boards; initial applications of required NM State licenses
- Reviewing of departmental policies and procedures dates to assure required FQHC revisions/reviews/approvals are met.
- Assures that any findings of site reviews for licensure, insurers, or other auditors are on CEO agendas and follow-up correspondences are submitted as necessary.
- FQHC required reviewing of HMS operations (as necessary) of confidential liability history (of both provider and site) with CSO, CCO, CFO and CEO for adequate reporting to FTCA in annual re-deeming processes.

2. Licensing

- Prepares and submits all information pertaining to licensing as required by FQHC certification; to NM state licensing board and CMS, respectively, for both practitioners and new sites.
- Oversees the renewals of NPDB registration every two years/for HSC query requirements. Hidalgo Medical Services DBID # is 399700000041430
- Runs OIG search every two years as required by FQHC and insurance companies
- *Oversees the daily maintenance of comprehensive dashboards of information for CEO, CCO and CSO; in credentialing processes/billing processes/expected revenue receipts for pertinent providers.
- Maintains files for all HMS sites, providers listing all licensure(s) numbers, DEA numbers, Medicare, Medicaid numbers, ACLS, PALS, CPR, national certifications, etc.
- Maintains tracking systems for renewals of all licenses and certifications in current software system. Sends copies of original licenses and certifications to the Human Resources Department for file in the official Human Resources personnel file

3. Credentialing

- Maintains and implements a software system (Credential My Doc) of credentialing for all medical sites and providers.
- Continues to build an integration process with Credential My Doc by implementing reports and rosters through software.
- Coordinates with HSC for primary source verification and privileging processes
- Maintains documentation of privileging process.

- Tracks Payor approvals and communicates through spreadsheets to Billing Director, CCO, CSO and other senior leaders as necessary.

4. Privileging

- Oversees the daily process of privileging and provides support to privileging clerk with HRSA checklist requirements and HSC report verification.
- Assists with privileging process regarding documentation and communication with providers and senior leaders.
- Attends monthly privileging meetings.

5. Supervisory Role

- Responsible for oversight, management and daily supervision of HMS Credentialing clerk(s) and privileging clerk.
- Approval of time sheets.
- Responsible for addressing and implementing HR policies.

MINIMUM QUALIFICATIONS

- Associate degree or equal experience in Office Management
- Minimum of five years of health care office experience
- Minimum of two years of supervisory experience

REQUIRED SKILLS

- Demonstrate abilities to work independently and utilize good judgment
- Strong organizational skills
- Strong verbal and written communication skills
- Expert computer skills: Working knowledge of various software programs, spreadsheets, including all Microsoft Office Suite, internet communication including but not limited to e-mail, and browsing.
- Broad knowledge of Medical Terminology
- Facsimile
- Photocopier

DESIRED ABILITIES

- Familiarity with medical terminology
- Innovative, creative, flexible

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