Downloaded from <https://www.velvetjobs.com/job-descriptions/accreditation-manager>

# Example of Accreditation Manager Job Description

Our company is growing rapidly and is looking for an accreditation manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accreditation manager

* Collaborates with manager on budget preparation and management
* Provide leadership on accreditation programs (URAC, NCQA, NABP, ACHC, and others) to ensure successful survey process from initiation to timely submissions, appropriate responses to requests for additional information and identify proactively opportunities to improve on future re-accreditation efforts
* Provide Subject Matter Expert (SME) recommendation(s) on accreditation standards and skills to recognize the appropriate information is compliant
* Acts as a key contributor for accreditation readiness committee(s)
* Monitors mock audits activity to proactively identify opportunities for improvement for projects related to annual operating plan and/or regulatory related topics using PDSA (Plan, Do, Study, Act) process
* Maintains liaison relationship with peers in functional departments by coordinating periodic (quarterly) joint sessions / meetings of key accreditation and quality and safety leaders
* Maintains timelines continuously for all accreditation activities that can be communicated effectively to Senior Leadership to identify priorities and updates
* Solves problems independently with the ability to prioritize in a fast-paced environment
* Manages the process for identifying and resolving conflicts of interest for HMS GCE live activities
* Collaborates with the Contracts and Finance Specialist if the activity is funded by commercial support to ensure that the appropriate information is communicated to the learners prior to the CME activity

## Qualifications for accreditation manager

* Certified Auditor (i.e., ASQ, CIA)
* 5+ years of demonstrated field experience having managed (led) Accreditations, Certifications, and or Appraisals/Audits in related field
* 3+ years of experience with accreditation and licensing survey preparation activity in a health care setting
* Advanced skills with Microsoft applications which may include Outlook, Word, Excel, PowerPoint, May produce complex documents, perform analysis and maintain databases
* Intermediate experience in Visio and Access
* Bachelor's degree in clinical/healthcare management or related field