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# Example of Credentialing Analyst Job Description

Our innovative and growing company is hiring for a credentialing analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for credentialing analyst

* Following up with payers, and providers regarding status of paperwork
* Completing re-credentialing and CAQH attestation requirements
* Working directly with management and providers to ensure all open issues are addressed and resolved
* Ongoing training as required for position
* Meet company Key Performance Indicators for the Provider Credentialing Team
* Meet individual productivity and quality metrics
* Review relevant government, IRS, and company specific information in vendor applications
* Verify and validate vendor credentials prior to on-boarding
* Input and update vendor information in internal tracking applications
* Review and approve new account prospects based on established guidelines which includes includes reviewing all required documentation and site inspections

## Qualifications for credentialing analyst

* Must be willing to travel by air and ground
* Experience as a former non
* Commissioned officer (NCO) in the US Air Force
* Preference for degree from a 2 or 4 year college
* Requires a H.S
* 2+ years of experience in vendor credentialing or procurement