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# Example of Credentialing Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of credentialing analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for credentialing analyst

* Assists Database Administrator in design, upgrades, monitoring, and optimizing database performance, security, backup, recovery, and integrity of database management systems
* Assists in monitoring database functionality necessary to support department processes and activities
* Assists Database Administrator in implementing security measures to safeguard information in computer files against accidental or unauthorized damage, modification, or disclosure
* Contributes in developing standards and written guidelines for the end-user
* Assists in ongoing synchronization of reappointing providers
* Manages the practitioner expirable process and ensures that updates are comprehensive accurate and documents are appropriately scanned into the database
* Assists in ongoing credentialing and provider enrollment activities and fulfills all reporting responsibilities required for maintaining strong health plan relationships and successful credentialing delegation agreements
* Obtain and analyze claims billing and payment data as necessary in the course of conducting an investigation of criminal or civil fraud
* Analyst will verify current inventory, acquire a complete listing of wholesalers
* Create, Schedule and Run both routine and ad-hoc reports from Credentialing Database

## Qualifications for credentialing analyst

* Strong technical skills across multiple platforms
* Intermediate or greater proficiency with MS Excel
* The Credentialing Compliance Analyst I would have a high school diploma or equivalent and 4 years of experience in Credentialing, Provider Network or Customer Service, or equivalent combination of education and experience
* Audit experience and strong attention to detail
* Knowledge of medical documents and procedures
* Ability to work with people at all levels and exercise good judgement