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# Example of Credentialing Coordinator Job Description

Our company is hiring for a credentialing coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for credentialing coordinator

* Create, copy, file, and maintain all relevant documentation into provider credentialing folder
* Perform primary source verification on required elements and in accordance with policies and procedures
* Oversee data entry and upkeep of provider information in the credentialing database
* Verify competence, medical and/or professional education, residency, internships, fellowships, additional formal training, relevant board certifications, healthcare affiliations, work history, military experiences, professional references, licensure, certifications, malpractice coverage and privileges the applicant is requesting
* Query the American Medical Association (AMA), CertiFacts and National Practitioner Data Bank (NPDB) as appropriate
* Manage monthly expirables
* Attends Credentials Committee meeting, takes minutes and presents completed files to the Committee for recommendation of appointments, reappointments and change in privilege requests
* Manage both the Focused Professional Practice Evaluation (FPPE) and Ongoing Professional Practice Evaluation (OPPE) for the medical staff and allied health professionals
* Assists the PM&R physician advisor, manager and divisions regarding active medical staff appointments for initial appointments and reappointments
* Maintain and modify departmental database, integrating appointment, credentials, historical information, for all PM&R faculty and others

## Qualifications for credentialing coordinator

* Knowledge of medical credentialing, billing/collection practices
* Knowledge of insurance company operating procedures and practices
* Skill with computer applications
* Ability to courteously work with Physicians, hospital staff, insurance company representatives, coworkers and others
* Ability to interact professionally and collegially with referral sources (hospital & nursing home staff, physicians, social service workers, ), state contract officers, and coworkers
* Obtains credentialing information on all new CCF medical staff members