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# Example of Credentialing Coordinator Job Description

Our company is looking for a credentialing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for credentialing coordinator

* Adhering to established credentialing guidelines completes in-depth review and analysis of practitioner’s application and accompanying documents ensuring applicant meets facility guidelines and eligibility
* Attend and participate in all team related meetings
* Under direct supervision learns the credentialing and verification process
* Attend and participate in all team related meetings, work diligently to support company-wide and team goals
* Complete physician applications for the state medical licenses and hospital privileges
* Manage radiologist credentialing according to department policy and procedures
* Maintain physicians’ license expirations
* Conduct verification of credentialing elements through the use of system resources and approved departmental tools and document status within credentialing database(s)
* Files all information promptly
* Works with physicians to complete and obtain documentation

## Qualifications for credentialing coordinator

* Associate’s degree or equivalent preferred but not required
* Requires 1 -3 three years of experience in health care credentialing/ verification
* Excellent computer skills including Excel, Word, Database maintenance, and Internet use
* Minimum of one year credentialing experience required or equivalent combination of education and experience
* Good communication skills – written, telephone, and email
* Analyzes errors and traces back to the root cause using the raw data in the appropriate file or database as it relates to initial appointment and reappointment files, expirables