HNI Healthcare is seeking a Credentialing Specialist that will be responsible for full cycle credentialing for healthcare providers.

HNI Healthcare designs intelligent processes and technology to empower talented people to transform healthcare. Our people, processes and technology align physicians with our hospital partners, strengthening and integrating hospital medicine programs under a value-based care approach.

Our hospital medicine software suite, VitalSigns™, holds numerous patents and is deeply valued by both physicians and our hospital partners as being a hospital medicine game-changer. VitalSigns™ puts physicians in the driver's seat to make a direct impact on clinical, operational and financial outcomes. Our industry-leading technology paves the way for physicians and hospital administration to work together on aligned goals that benefit patients, clinicians and hospital partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes credentialing and re-credentialing applications for identified healthcare providers with hospital clients and other partners.
- May perform primary source verifications as needed and/or directed.
- Reviews initial paperwork and applications to identify possible issues. Follows up with healthcare provider as needed to obtain missing information.
- Consults with peers and manager to determine severity of issues and how they may impact the credentialing process.
- Accurately enters healthcare providers demographics and information into the credentialing database.
- Works within established credentialing timeframes, and notifies manager and others as to status and barriers.
- Responds to internal and external inquiries on application matters.
- Establishes and maintains positive and close working relationships with internal and external stakeholders.
- Monitors expiration of credentials and privileges as directed.
- Processes verification letters as directed.
- May prepare internal employee correspondence as directed.
- Prepare reports and data as directed to support departmental goals, metrics, and KPI’s.
- Participates in staff meetings and assigned continuing education, and recommends new approaches, policies, and procedures to effect continual improvement in efficiency of the department and services performed.
- Maintains a strict level of confidentiality for all company, departmental, and healthcare provider information.
- Performs other related duties as assigned.

QUALIFICATIONS

- High School Diploma required
- 1 year of healthcare experience preferred
- Bachelor’s Degree Business Administration, Healthcare Administration, or related field preferred