

Credentialing Specialist

Position Title: Credentialing Specialist
Position Type: Full Time
Location: Arcadia, CA or Westminster, CA
Reports To: Credentialing Supervisor

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan, will serve Medicare beneficiaries in Southern California. Our employees are passionate in providing the best services to our members and healthcare providers partners. Two office locations are at Arcadia, Los Angeles county and Westminster, Orange county. To learn more, please visit **CleverCareHealthPlan.com**.

Functions & Job Responsibilities

- Process high volume credentialing and re-credentialing applications.
- Process enrollment of health care providers.
- Responsible for entering, updating, maintaining NPI and any other applicable provider numbers into the system.
- Reviews applications prepares verification letters and maintains database.
- Contacts medical office staff, licensing agencies, and insurance carriers to complete credentialing and re-credentialing applications.
- Must have ability to work with mathematical concepts, health care acronyms, able to differentiate between provider titles, download the providers applications using the Internet.
- Meet productivity standards as outlined in department metrics.
- Identify any issues or trends and bring them to the attention of management team.
- Work on special projects
- Train other team members as assigned.
- Other duties as assigned.

Qualifications

- Education: Undergraduate degree or equivalent work experience
- Experience:
 - 3 years of hands on work within Medical Group or Health plan credentialing process
 - Familiarity with CAQH ProView and/ Intellicred software or automated Credentialing Systems is a plus.
- Skills:
 - organized, detail- oriented, ability to multi-task, work well with others, computer literate

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.