

Erie County Health Department
Erie County Community Health Center
Job Posting #2024-77
Equal Opportunity Employer

Position: **Credentialing Specialist**

Division: **Administrative Services**

Contact Person: **Kari Swenson, Human Resources**

Salary: **Commensurate with experience (Range: \$18.50-\$27.00)**

Working Hours: **8:00 a.m. – 4:30 p.m., Monday through Friday**
Evenings, weekends, & holidays may be required based on Agency need.

Posting Opens: **Wednesday, September 25, 2024**

Posting Closes: **Tuesday, December 31, 2024, at 4:30 p.m. or until filled**

Qualifications

- High school diploma or GED. One year post high school education.
- Two years of experience in a medical office and/or credentialing certification preferred.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.c, 700.b, and 200.c certifications within one month of employment.

Major Responsibilities

Responsible for credentialing of all providers and service locations. Required to verify all submitted credentials, education, and licenses. Responsible for replying to and tracking of credentialing for a variety of payers including Medicare, State Medicaid and Commercial payers. Maintain accurate provider profiles on PECOS, NPPES, and CMS databases. Work closely with billing staff to identify and resolve any denials or authorization issues related to provider credentialing. Maintain up to date directories for all providers and locations.

Essential Functions

Under general supervision and/or as part of the Administrative Services team, performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Ability to work independently to complete timely projects.
- Demonstrate the ability to use Microsoft Word, Excel and Adobe PDF
- Familiarity with Medicare, State Medicaid, and commercial insurances.
- Excellent verbal and written communication and customer relation skills.
- Strong office/clerical skills in addition to computer and telephone usage.
- Interpersonal and organizational skills. Must be a team player.
- Works with third party agencies.
- Communicates with Medicare, Medicaid and private insurance agencies in writing and telephone contact.
- Applies standardized agency interpretation of laws, rules and/or procedures and their application to work processed.
- Maintain data directories.
- Greets and directs clients to the appropriate office within the Agency.
- Willing to work with medical providers on credentialing issues
- Shares responsibility for proper maintenance and operation of office machines.
- Obtains and completes appropriate forms, ensures confidentiality, and maintains orderly records. Follows established public health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
- Duplicates, collates, scans, assembles, and files materials as requested.

- Maintains paper filing system.
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health.
- Under general supervision, prepares public health documents and reports.
- Adheres to Occupational Safety and Health Administration standards relevant to job duties, such as exposure to bloodborne pathogens.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- Provides clerical support to Agency activities related to development and implementation of community health assessment, planning, program, and policy development and implementation activities.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of and provides clerical support to Agency's quality improvement performance management, and evaluation activities.
- Answers telephones: screens call, responds to inquiries and/or refers callers to appropriate agencies or divisions.
- Under general supervision, composes, drafts, types and/or word processes, proofreads and edits documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures.
- Processes mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally; identifies priority and/or time-sensitive matters; and maintains security and confidentiality.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
- Adheres to ethical principles and Erie County Health Department policy in the collection, maintenance, use and dissemination of data and information.
- Updates Agency Strategic Plan, Workforce Development Plan, Quality Improvement Plan and Performance Management Plan as necessary monthly.
- Performs all clerical activities related to Administrative Services Division and/or program purchasing according to Agency policies and procedures.
- Performs accurate numerical calculations, and/or other applications.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the public health programs. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Employee goals and objectives need to be aligned with Agency's goals and objectives listed within the Agency's Strategic Plan.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups, and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.
- Greets visitors in a friendly, competent, professional, and informed manner.
- Eases any concerns or distress visitors may exhibit.
- Responds to questions with timely, accurate and complete information.
- Answers and redirects incoming calls as appropriate.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

Special Requirements

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the Agency's vision, mission, and core values.
- Knowledge of rules and regulations (developed after employment).
- Knowledge of Agency personnel policies and procedures (developed after employment).
- Knowledge of the core functions and essential services of public health.
- Knowledge of general office principles and practices.

- Knowledge of software applications relative to the position assignment.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with visitors, stakeholders, and public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.
- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts and solving problems.
- Effective oral and written communication skills, including phone skills and etiquette.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Working knowledge of Windows personal computer, Microsoft Word and Excel.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Knowledge of Medicare/Medicaid regulations for medical record keeping and public relations.
- Knowledge of ICD-9/CPT Coding and Medicare/Medicaid regulations for medical record keeping.
- Criminal background verification required.
- Ability to time budget in areas of workforce development and Agency duties.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient to read typewritten documents, computer screen and drive a car.

Working Conditions

- General office setting in health department facilities, as well as occasionally in community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

Equipment Used

Including, but not limited to janitorial equipment, computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: None Low Medium High

Qualified Applicants

Qualified applicants should visit www.eriecohealthohio.com where current job postings can be viewed, and an application is available to complete. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 4:30 p.m. on December 31, 2024. EOE/AA/ADA

Approved for Content & Posting *Patricia Schaefer MAH, RPHS* Date *9/25/2024*
Erie County Health Commissioner