

Credentialing Specialist

Requisition #

44067BR

Physical Location

Minneapolis, Minnesota

Posted Date

10-Apr-2018

Dept. Name

Credentials Verification Office

Hours Per Week

40

Contract

Noncontract

Introduction

Allina Health is dedicated to the prevention and treatment of illness and enhancing the greater health of individuals, families and communities throughout Minnesota and western Wisconsin. A not-for-profit health care system, Allina Health cares for patients from beginning to end-of-life through its 90+ clinics, 12 hospitals, 16 pharmacies, specialty care centers and specialty medical services that provide home care, senior transitions, hospice care, home oxygen and medical equipment, and emergency medical transportation services. Allina Health is a vibrant, growing organization with opportunities to suit your professional skills and a diverse work environment to match your specific interests. We believe employees are our greatest asset and are dedicated to helping you develop and maximize your professional skills.

The Commons, located in Minneapolis, is the headquarters of Allina Health, a not-for-profit health care organization serving patients and communities. Approximately 1,600 corporate and administrative service employees work at offices within Midtown Exchange, the site of the historic Sears retail complex at Chicago Avenue and E. Lake Street. This community landmark, adjacent to the campus of Abbott Northwestern Hospital, part of Allina Health, is the second largest building in Minnesota and includes offices, an internationally themed public market and residential units.

Responsibilities

- Maintain electronic credentials files that meet all regulatory agency requirements
- Serve as the person responsible for processing credentials files that contain dated, accurate, approved content on time, verify professional history, communicate the status directly to providers and administrators and meet regulations.

- Monitor all aspects of the file process and evaluate for a total picture of the provider's background.
- Process initial and re-credential files for the Medical Staff and Allied Staff within Allina

Education

- Bachelors degree preferred or
- Equivalent degree plus experience

Qualification/Skills

- Experience with credentialing hospital medical staff files
- Experience with credentialing clinic medical staff files
- Experience processing primary source verifications
- Knowledge of credentialing regulations
- Ability to work in a fully electronic paperless office
- Knowledge of credentialing, verifications and regulatory environment
- CPCS preferred
- MSOW experience a plus

Work Schedule

- Monday - Friday, 8:00 a.m. to 4:30 p.m
- No weekends
- 40 hours per week
- Benefit Eligible
- Non-contract

Location/Community Information

Minneapolis boasts being both cosmopolitan yet small enough that you can find a place to call home whether on a lake, golf course, or in an adjoining suburb. With the fast pace of activity there are professional sports, theater, or enough parks for a quiet walk. The area has numerous schools and colleges, both public or private, and enough teams for all weekend athletes to join.

- Located in Minneapolis
- Population = 380,000
- Service Area = 2,882,245

Community Resource Links:

Community Information School Digger

Explore Minnesota MN Dept of Education

Minneapolis St. Paul MagazineSt. Paul Pioneer Press

Twin Cities Living MagazineStar Tribune

Closing

If you are interested in becoming part of our award winning team of professionals, please apply online today. Allina Health is committed to providing Equal Employment Opportunities to all employees and applicants. EO M/F/Disability/Vet Employer.

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Administrative

Apply Now**Current employees**

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