

Working Title: Medical Staff Credentialing Lead-Worker

The State Program Administrator (Medical Staff Credentialing Lead-worker) leads the Direct Care & Treatment Medical Staff department in its stewardship to support committees of the medical staff, credentialing and privileging of professional staff and Allied Health professionals. In this role, you will oversee day-to-day activities of the department and provide lead-work to the credentialing specialists. You will ensure that effective medical staff practices, credentialing, and privileging processes are in place. With doing this, you would meeting all applicable Joint Commission standards, CMS Conditions of Participation, and MN Department of Health requirements to support quality clinical care and patient safety across the system.

Responsibilities to include:

- Establishing standard operating procedures and internal audit functions
- Ensuring that the technical and database systems that support the functions used
- Designing systems to enhance department operations
- Manage credentialing staff workload and all aspects credentialing/privileging process for Direct Care & Treatment
- Assists the executive medical director in policy, procedure, and bylaws reviews, and promotes continuous process improvement
- Collaborate with executives, directors, and all staff on process improvement and standards

Minimum Qualifications

To facilitate proper years of service crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

2 year's experience in a health care organization, experience must include:

- Credentialing and Privileging of Medical staff
- Specialized medical terminology regarding credentialing & privileging in healthcare
- Requires a self-motivated person who takes initiative to assist managers in meeting deadlines
- Ability to keep established priorities and processes on track, advising the appropriate manager of difficulties and recommendations.
- Takes initiative and advises credentialing staff as well as leadership on best practices and/or potential issues requiring attention.
- Database Management skills sufficient to updating and creating credentialing accounts.
- Expertise in Microsoft products such as Outlook, Word, Excel, and Power Point.

OR

Associate degree in healthcare administration may substitute for six months of experience OR Bachelor's degree in healthcare administration may substitute for one year of experience.

Preferred Qualifications

- Certified Provider Credentialing Specialist (CPCS) Certification
- Experience with leading and coaching staff
- (4) years of experience credentialing/privileging in a healthcare organization
- Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

DHS - DHS operates a highly specialized behavioral health care system that serves people with mental illness, substance abuse disorders, and developmental and intellectual disabilities. This includes psychiatric hospitals and other inpatient mental health treatment facilities; inpatient substance abuse treatment facilities; dental clinics, group homes, vocational sites, and sex offender treatment facilities.

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1

How to Apply:

Go to www.mn.gov/careers and search for job ID 75994