



Credentialing Specialist

Job Title: Credentialing Specialist
Work Location: Contractor Premises
Position Classification: Full Time (Exempt)

Overview:

Trident Technologies and Consulting - Global, LLC (d.b.a. T2C-Global) is a Small Business Administration Certified Woman Owned Small Business specializing in providing innovative global defense services and solutions. T2C-Global personnel are technical and operations Subject Matter Experts (SME) in developing policies, strategy, regulations, procedures, and plans supporting administrative, operations, logistics, exercise, and training programs.

T2C-Global is currently seeking motivated and talented individuals who possess the work ethic and maturity to; work with little supervision; exercise discretion and judgement when it comes to the interpretation of company and governmental policies; and who can offer the knowledge, skills, and experience as a Credentialing Specialist supporting the Army National Guard (ARNG) Office of the Chief Surgeon (CSG) to make independent decisions on matters of significance.

Responsibilities:

The purpose of this overall project is to provide centralized credentialing and privileging services and support to the ARNG CSG with initial entry credentialing, maintenance of credentialing and privileging, and support the Centralized Credentials Privileging Board's review of completed credentials and privileging files. The team will also support ARNG-CSG in the development of the accessions credentialing process and be a point of contact for ARNG providers for centralized credentialing and privileging.

The Credentialing Specialist will be responsible for managing the verification process for all healthcare professionals (physicians, dentists, nursing, allied health). This includes reviewing applications for completion, verification of state licensure, collecting information contained in the national physician data bank, collecting information from the Health Care Integrity and Protection Databank, collection of information from State Licensing activities well as their State Emergency System for Advance Registration of Volunteer Health Professionals.

Specific duties include:

The selected individual will work in fast paced office supporting and/or working with credentialing specialists. Responsibilities include, but are not limited to:

- Supporting meetings and conference calls.
- Providing daily credentialing support and functions
- Managing supplies and purchases.
- Maintaining digital and hard copy files.
- Participating in event and meeting planning.
- Providing other routine and problem-solving administrative tasks.
- Providing service in the areas of tracking and monitoring tasks in compliance with requirements.
- Preparing and submitting documents in proper formats.



- Preparing communications for meetings and/or communications specifically related to credentialing as required or directed.
- Assisting with preparing/editing, developing, and maintaining electronic files.
- Developing and maintaining professional working relationships.

Minimum Requirements:

- Active SECRET Security Clearance, or favorable National Agency Check w/ Inquiries (NACI)
- US Citizenship is required.
- High school diploma
- 2 years of experience in Medical Credentialing.
- 1 year experience with Department of Defense (DoD) credentialing process.
- 1 year experience utilizing JCCQAS.
- Good communication and interpersonal skills.
- Organization skills and ability to be detail-oriented and accurate in work produced.
- Skills with MS Office i.e., Word, Excel, and/or PowerPoint.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and stand.

Disclaimer: The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

Special Conditions

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment.

Equal Opportunity Employment Statement

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss, or disclose compensation information.

T2C-Global POINT OF CONTACT

If interested in applying for the above listed position, please contact us at: recruiter@t2cglobal.com