



Medical Credentialing Specialist

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

Overview:

Trident Technologies and Consulting - Global, LLC (T2C-Global) is an Economically Disadvantaged 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 remote 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 Medical 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 Army National Guard (ARNG) Office of the Chief Surgeon (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:

- Providing direct supervision to the support staff in administering all aspects of processing applications.
- Implementing ARNG-CSG policies and standards to ensure that credentialing operations are in compliance.



- Working with applicants and ARNG-CSG staff to support and enhance credentialing functions.
- Completing verifications and ensuring that the organization and staff are in accordance with ARNG-CSG directives and industry trends and standard credentialing procedures.
- Compiling all documents and building credential review files for review by the Centralized Credentials Privileging Board and documenting results.
- Generating and mailing notification letters of credentialing results to applicants and/or responding to questions from applicants regarding status of credentialing.
- Entering data in the CCQAS as directed.

Minimum Requirements:

- Bachelor's Degree in a Healthcare, Quality Assurance, or related field. An equivalent combination of education and experience may be considered in lieu of the degree.
- 5 years of experience with medical credentialing.
- 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.
- US Citizenship is required. Candidate selected must be able to successfully obtain a favorable National Agency Check with Inquiries (NACI) or Interim Secret clearance

Additional Desired Qualifications:

- Experience in the DOD credentials process.
- Experience with CCQAS.
- Leadership experience/ability/aptitude.
- Certification from National Association of Medical Staff Services (NAMSS) as a Certified Provider Credentialing Specialist (CPCS).

Supplemental Information

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 an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

T2C-Global POINT OF CONTACT

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