

Part-Time Independent Contractor

Description of Services:

- Maintain working knowledge of United Physicians Credentialing policies and procedures, the National Committee on Quality Assurance (NCQA) standards and State and Federal regulations related to credentialing.
- Perform and collect PSV (primary source verification) documentation for licensing, board certifications, proof of professional liability insurance, National Practitioner Data Bank (NPDB) and/or other sources as required based on NCQA standards, health plan requirements and company credentialing policies.
- Data entry of initial credentialing applications in Cactus and Salesforce.
- Provide consistent and timely follow-up on all outstanding initial credentialing files.
- Maintain the credentialing database and ensure up-to-date information is obtained at all times.
- Obtain credentialing approval signatures through DocuSign. Retrieve DocuSign signatures and combine credentialing file into a pdf file and save to the network.
- Perform other credentialing related duties as assigned by UP Liaison.
- Maintain privacy and confidentiality at all times.

Qualifications:

- Must have a minimum of five (5) years credentialing experience.
- Must have experience with CAQH (Council for Affordable Quality Healthcare) database and application process.
- Must have working knowledge of NCQA accreditation standards, credentialing policies and procedures and State and Federal regulations related to credentialing.
- CACTUS experience preferred