

CREDENTIALING SPECIALIST (focus on Delegated Credentialing)

Description

Coordinate and perform functions related to medical and allied health professional staff credentialing, reappointment, and privileging. Assures credentialing, reappointment, and privileging is completed in accordance with the Medical Staff Bylaws, policies and procedures, Joint Commission, NCQA, and federal and state standards/requirements. Organize and support medical staff meetings and communication activities. This role has a focus on delegated credentialing.

Required Education/Experience:

- High school diploma or equivalent experience
- Minimum two years of experience in the areas of customer service, office and/or project management.
- Minimum one year of experience in a medical/healthcare office setting.
- Experience in coordinating meetings and taking minutes.

Preferred:

- Associate degree in healthcare related field.
- Experience working as a credentialing assistant or analyst (can be in a medical staff office, health plan or medical group).
- Working knowledge of medical terminology.
- Certification as a CPMSM (Certified Professional Medical Services Management) or CPCS (Certified Provider Credentialing Specialist)

Compensation Range

\$25.09 - \$37.64 per hour

Salary Information

This compensation range was calculated based on full-time employment (2080 hours worked per calendar year). Offers are determined by multiple factors including equity, skills, experience, and expertise, and may vary within the range provided.



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J o b D e s c r i p t i o n

Disclaimer for Out of State Applicants

This is a 100% remote opportunity. Applicants must reside in Washington State.

Benefits Information

Seattle Children's offers a generous benefit package, including medical, dental, and vision plans, 403(b), life insurance, paid time off, tuition reimbursement, and more. Additional details on our benefits can be found on our website www.seattlechildrens.org/careers/benefits.

About Us

Hope. Care. Cure. These three simple words capture what we do at Seattle Children's – to help every child live the healthiest and most fulfilling life possible. Are you ready to engage with a mission-driven organization that is life-changing to many, and touches the hearts of all? #HOPECARECURE

Our founding promise to the community is as valid today as it was over a century ago: we will care for all children in our region, regardless of the families' ability to pay. Together, we deliver superior patient care, advance new discoveries and treatments through pediatric research, and serve as the pediatric and adolescent, academic medical center for Washington, Alaska, Montana and Idaho – the largest region of any children's hospital in the country.

In 2022, U.S. News & World Report once again ranked Seattle Children's among the nation's best children's hospitals – for the 30th year in a row. For more than a decade, Seattle Children's has been nationally ranked in all 10 specialty areas evaluated by U.S. News & World Report. We are honored to be the top-ranked pediatric hospital in Washington and the Pacific Northwest.

As a Magnet designated institution, and classified among America's best large employers by Forbes, we recognize the importance of hiring and developing great talent to provide best-in-class care to the patients and families we serve. Our organizational DNA takes form in our core values: Compassion, Excellence, Integrity, Collaboration, Equity and Innovation. Whether it's delivering frontline care to our patients in a kind and caring manner, practicing the highest standards of quality and safety, or being relentlessly curious as we work towards eradicating childhood diseases, these values are the fabric of our culture and community. The future starts here.



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Our Commitment to Diversity

Our community welcomes diverse experiences, backgrounds, and thoughts as this is what drives our spirit of inquiry and allows us to better connect with our increasingly diverse patients and families. Our organization recruits, employs, trains, compensates, and promotes without regard to race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The people who work at Seattle Children's are members of a community that seeks to respect and celebrate all the qualities that make each of us unique. Each of us is empowered to be ourselves within this community, which cultivates and promotes equity, diversity, and inclusion at all levels.

Seattle Children's is proud to be an Equal Opportunity Workplace and Affirmative Action Employer.