



REAL RADIOLOGY

Position Title: Physician Credentialing and Licensure Specialist

Department: Physician Services

FLSA Status: Exempt

Reports to: Physician Services Manager

Supervisor (Title): Physician Services Manager

Date Created: February 2021

Position Summary:

The Physician Services Specialist provides high-level support and project coordination for Department Operations and Physician On-boarding. Maintains efficient departmental functions by working closely with both internal staff/management and external customers. The specialist utilizes on-boarding processes to assist with seamless integration of new providers. In addition, responsibilities include all aspects of physician licensing, credentialing, and privileging.

Essential Job Functions

- Initial and Reappointment credentialing of physicians.
- Work with a physician to collect completed applications, forms and copies of all credentials, i.e. education certificates, training certificates, certifications, etc...
- Verify all education, training, work history, licenses, certifications, etc. for each physician.
- Prepare new and re-appointment physicians files for approval with the Credentialing Committee.
- Obtain and Complete state license and hospital applications and verifications.
- Proof all applications and prepare for signatures from physicians.
- Keep accurate records and document interactions with physicians and staff. Ensuring all documentation is updated as needed.
- Obtain fees from accounting as needed.
- Copy applications for files.
- USPS applications and documents to states and hospitals.
- Send for initial verifications to be sent directly back to states and hospitals as needed.
- Communicate with State Boards and Hospitals to identify deficiencies.
- Telephone, fax, mail, email and/or USPS appropriate parties to obtain verifications needed.
- Follow-up with hospitals, school and state boards on outstanding verifications and documents needed.
- Manage physician license renewals and continuing education.
- Coordinate with the manager to resolve issues.
- Escalate issues to management as necessary.



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Preferred Talents

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to compute, rate, ratio and percent, and to draw and interpret bar graphs.
- Ability to deal with problems involving several concrete variables in standardized solutions.
- Experience with data manipulation and spreadsheet reporting.

Qualifications

- High school diploma or general education degree (GED); or a minimum of 2 years experience in physician credentialing/licensing field/or training; or equivalent combination of education and experience.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear.

Working Environment

While performing the duties of this job, the employee will be exposed to indoor conditions. The noise level in the work environment is usually moderate.