

**ProCred**

66 West Gilbert Street, Red Bank, NJ 07701

Hours: 9am-5pm

**Insurance Credentialing Specialist**

ProCred, the regional leader in Insurance Credentialing, is expanding its team. We currently have openings for experienced Insurance Credentialing Specialists. The right candidate for this position will be a highly motivated individual who is dedicated to high performance and personal excellence. This person will be able to work independently, problem solve, and promote operational excellence.

**Job Duties:**

- Initiates and maintains enrollment for medical providers
- Prepares, submits and tracks insurance credentialing applications
- Acts as a liaison with clients, physicians, PAs and NPs
- Works with clients to get physicians, PAs and NPs credentialed and recertified in a timely manner
- Reviews practitioners' credentials to ensure that they are up-to-date
- Follows up with client and or practitioners to obtain copies of new licenses, certifications, DEA, CDS, etc
- Maintains providers demographic information and credentials in our credentialing database
- Completes all other duties as assigned
- Has experience with CAQH and PECOS databases

**Qualifications:**

- High school diploma or equivalent certification
- Excellent customer service skills
- Previous provider medical billing experience (two years)
- Previous insurance follow-up or A/R experience in a medical setting
- Previous insurance credentialing experience
- Knowledge of medical terminology
- Computer skills and experience with Microsoft Office Applications
- Experience working with billing or credentialing software, Navinet, and commercial insurance websites