

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 6815
Grade: 17
FLSA: Non-Exempt

Standard Job Description

Job Title
Advanced Practice Provider Credentialing
Specialist

Department
Medical Staff Services

Job Summary

The Advanced Practice Provider Credentialing Specialist coordinates and processes health system physician and advanced practice provider (APP) initial appointments and reappointments, in accordance with Cook County Health & Hospitals System (CCHHS) policies and procedures, for practitioners located throughout CCHHS. Adheres to the organization's Code of Ethics and Corporate Compliance Program, and complies with all relevant policies, procedures, guidelines and all other regulatory and accreditation standards.

Typical Duties

- Ensures the completeness of the initial appointment and reappointment process by conducting primary source verification as applicable for licensure, education, training, affiliations, specialty board certifications, hospital affiliations and malpractice history. All applications are reviewed as required by department policies, the Medical Staff Bylaws, Rules and Regulations.
- Obtains, complies, maintains current and accurate data supporting the credentialing process
- Supports the CCHHS APP Committee: preparing agenda items, reports, record keeping, minutes etc.
- Plans and supports the APP Peer Review special meetings as required.
- Ensures a complete Collaborative and/or Supervision agreement, including tracking individual additional agreements and privileges with supervision ratio not to exceed CCHHS limitations.
- Monitors license and certification expiration to ensure timely renewals.
- Tracks compliance with Illinois Department of Professional and Federal Regulation (IDPFR) and CCHHS policies for practitioner delegated prescriptive authority.
- Tracks and monitors all Focused Professional Practice Evaluation (FPPE) and Ongoing Professional Practice Evaluation (OPPE); flagging triggers as applicable.
- Applies all clinical privileges in electronic Morrisey's MSO for the Web (MSOW) credentialing and privileging system, updating CCHHS forms as required.
- Logs, scans and processes a variety of transactions related to credentialing timeframes and follow-up for statistical reporting on behalf of the CCHHS and assigned areas.
- Prepares completed credentialing applications and reapplications for department and division recommendations.
- Assists with development of medical staff Credential Committee agendas and conducts all required follow-up from Credential Committee meetings in a timely manner.
- Develops and maintains a current trends related to utilization of APPs throughout medical community.
- Ensures practice addresses are current with health plans, agencies and other entities.
- Participates in data collection and department performance improvement initiatives, including audits.

Typical Duties continued

- Performs all essential credentialing functions with electronic processes as required in the Morrisey credentialing software system.
- Reviews credentialing files to assure compliance with accreditation and regulatory requirements (Illinois Department of Public Health, Centers for Medicare and Medicaid Services, The Joint Commission, National Committee for Quality Assurance) related to medical staff credentialing and competence of assessment of privileged practitioners.
- Processes medical staff status and privilege changes in accordance with department policies and procedures.
- Participates in regulatory and accreditation surveys across CCHHS.
- Provides customer service to professional applicants, department and medical staff committee chairs, hospital administrators, and support staff as related to area of responsibility and to ensure effective communication.
- Performs other duties as assigned.

Reporting Relationships

Reports to the Medical Staff Credentialing Manager

Minimum Qualifications

- High School diploma or GED
- Five (5) years of work experience in provider credentialing
- Three (3) years of work experience supporting a hospital medical staff Credentials Committee or subcommittee
- Two (2) years of work experience in an healthcare or managed care industry
- One (1) year of work experience with the National Committee on Quality Assurance (NCQA) and/or The Joint Commission
- Prior work experience using medical terminology
- Proficiency using Morrisey's MSO for the Web (MSOW) credentialing software product
- Intermediate proficiency with Microsoft Office Suite applications including Word and Excel

Preferred Qualifications

- Bachelor's degree from an accredited college or university
- Certification in Medical or Provider Credentialing **OR** current enrollment in a nationally recognized credentialing program i.e. Certified Provider Credentialing Specialist (CPCS) or Certified Professional Medical Services Management (CPMSM)

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of National Committee on Quality Assurance (NCQA) and The Joint Commission standards
- Must have strong interpersonal skills and the ability to communicate effectively with physicians, administrators, and CCHHS departments/staff throughout the health system.
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Ability to maintain a professional demeanor and composure when challenged.
- Ability to maintain confidential information.
- Ability to work independently and determine work priorities.
- Ability to learn and implement medical staff services policies and procedures, as well as accrediting and regulatory standards.
- Demonstrated attention to detail, accuracy and precision

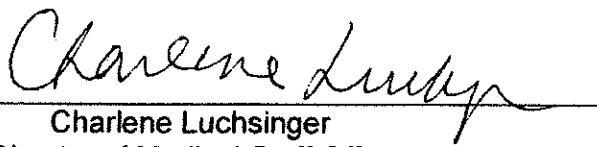
Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

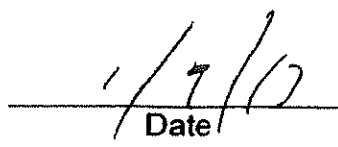
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:



Charlene Luchsinger
Director of Medical Staff Office



Date

Approval:

Gladys Lopez
Chief of Human Resources

Date