



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

### **VACANCY ANNOUNCEMENT**

**POSTING NO: 062-23**

**OPENING DATE: 03/17/2023**

**CLOSING DATE: 03/31/2023**

**POSTED: IN/OUT**

**POSITION:** Credentialing Specialist  
**PAY GRADE:** NE6 (\$17.57/hr. - \$23.72/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Executive Assistant  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Responsible for ensuring health care professionals maintain current insurance credentials, licenses, and certifications as established by federal and state standards, as well as AAAHC (Accreditation Association for Ambulatory Health Care) standards. Verifies and monitors the professional licensing, training, and certifications of health care professionals, including competencies. Provides integral support to healthcare operations by enabling timely onboarding of healthcare providers and support staff.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **JOB DUTIES:**

- Establishes a process for the verification of qualifications of licensed health care professionals and assessing their background and legitimacy.
- Proactively and continuously communicates with other departments within IHC when credentialing has been completed for each payer, when new providers come on board or when the provider is no longer employed with IHC.
- Identifies issues with payers that require additional investigation and/ or follow up on applications, rosters, revalidations and reappointment paperwork to ensure receipt and approval by each payer.
- Proactively communicates with providers and promptly resolves problems or errors, that could delay the credentialing process with payers

- Assures the requirements for credentialing/re-credentialing and accreditation privileging of health care professionals to provide patient care at the Isleta Health Center.
- Schedules professional privileging committee meetings.
- Assesses and validates the qualifications or licenses of health care professionals.
- Process accreditation applications and reappointment paperwork, checking for completeness and accuracy.
- Participates in audits that may occur from insurance companies or accreditation organizations,
- Assist in maintaining compliance with all regulatory, accrediting, and membership-based organizations.
- Schedules and coordinates the annual employee training event to assure compliance with federal, state, and accreditation standards.
- Conducts all new hire trainings and ensures employee orientation and professional competencies are documented complete by the supervisor.
- Ensures annual employee competencies are scheduled and completed timely to avoid lapse in employee licensure or certifications.
- Participates in health center's meetings and education.
- Engages in changes to the insurance or privileging protocols to ensure integrity of the programs.
- Maintains confidential information
- Participates in community health initiatives and activities.
- Performs other duties as assigned

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Must have an Associate's degree or 2 years work experience with insurance credentialing/provider privileging.
- Must be CPR/BLS certified (obtainable at IHC).
- Must be able to pass TB screen.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must provide written copy of immunization record prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge and understanding of Isleta Pueblo culture, tradition and values.
- Knowledge of current principles, methods and procedures for the delivery of medical care, insurance credential and professional licensing.
- Knowledge of community health resources and agencies.
- Skill in operating various word-processing and database software programs.
- Ability to organize and prioritize work and manage multiple priorities.
- Ability to plan, implement and evaluate employment education and credentialing.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.

- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with providers, management, staff, and contacts outside the organization.
- Ability to establish and maintain good working relationships with persons of varying social and cultural backgrounds.
- Ability to navigate insurance portals, credentialing databases, and other web applications to support work.

**PHYSICAL DEMANDS:**

- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.