



JOB ANNOUNCEMENT

For Internal and External Candidates

PROVIDER CREDENTIALING CLERK

Department: Provider Relations
Reports To: Provider Credentialing Supervisor
Closing Date: Open Until Filled

Become a part of EMI Health's growing organization. EMI Health is an employee benefits firm providing insurance products to companies and individuals in Utah, Arizona and Texas. We provide our employees with an outstanding benefit package that includes paid medical and dental coverage for employees, paid time off and holiday pay. We also offer vision, life, disability and retirement savings plans.

SUMMARY OF JOB: Under direction of the Provider Credentialing Supervisor, the Provider Credentialing Clerk assists in the development and maintenance of, medical, dental, and other participating provider networks, following company procedure. This is a part-time, non-exempt position, 20 hours per week.

PRIMARY RESPONSIBILITIES:

- Verifies required credentials to determine eligibility of participating providers and accuracy of records.
- Talks with providers by phone and works with internal staff to resolve outstanding credentialing issues.
- Maintains internal databases and utilizes online database verification systems.
- Prepares written communication for credentialing providers.
- Actively participates in activities of the department to insure compliance with overall objectives.
- Other duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- High school diploma and six months of related experience and/or training required, Associate's degree preferred.
- Moderate/advanced Microsoft Excel skills.
- Excellent organizational skills.
- Effective written and verbal communication skills.
- Ability to problem solve.
- Self-motivated and able to function in a team environment.

APPLICATION PROCEDURE:

Internal candidates submit an Application for Position Vacancy to Ann Green-Barton. External candidates submit cover letter and resume to agreen-barton@emihealth.com.

Current employees must have completed their six month probationary period before applying for any position vacancy and must be "meets" or above on their last performance review.