

JOB DESCRIPTION

Company: Newport Credentialing Solutions. LLC.
Address: 16 Atlantic Ave, Lynbrook, NY 11563
Job Title: Account Supervisor
Department: Provider Credentialing and Enrollment Solutions
FLSA Data: FT, Exempt
Reports to: Manager of Operations

Company Description:

Newport Credentialing Solutions is the nation's premier provider of cloud-based software and services dedicated to the credentialing life cycle. Newport provides cloud-based workflow, analytics, and business intelligence credentialing software and cloud-enabled credentialing services to some of the largest academic medical centers, health systems, and multi-specialty group practices in the United States. Newport helps clients "Take Control" of their credentialing life cycle by streamlining operations, reducing credentialing related denials, and generating more cash for their organizations. The company has a "high energy" work environment that rewards innovation and represents a tremendous personal growth opportunity for the right professional.

For the right candidate, Newport is willing to offer highly competitive base salary, performance bonus and health benefits package.

Role Profile:

The ideal candidate will have 2 - 4 years of provider credentialing / enrollment experience and at least 2 years of administrative experience. The position requires superb communication skills, a mature grasp of organizational hierarchy, ability to prioritize tasks and projects, with the discretion to know when to act independently and when to ask for guidance and/or assistance. This job is vital to the success of our clients and demands flexibility, a customer-focus, organization and a passion for details.

Essential Duties and Responsibilities:

- Assist, manage and oversee client accounts
- Act as a liaison between Newport Credentialing Solutions and clients
- Oversee coordination of all managed care credentialing activities to ensure accurate provider statuses
- Review/audit provider status logs, lists, records, and current documentation required for physician/provider credentialing and re-credentialing
- Ensure specialists are verifying physician/provider information for managed care plans including communication with health plan representative and other staff as necessary. Follow-up with managed care companies to ensure expedient credentialing.
- Deliver exceptional client service and support that underpins the ongoing relationship between the client and team
- Overseeing as well as training of staff
- Have a thorough understanding of company policies and processes

- Run high level reports as necessary as well as report team results and audit findings
- Assist enrollment and provider processing

Essential Skills, Experience and Education:

- Ideal candidate must be highly self-motivated with a proven expertise in the healthcare physician credentialing, expirables management, re-credentialing and provider enrollment environment.
- Highly motivated and success-driven with the ability to implement and manage cross-functional projects
- Two years' college degree preferred.
- Minimum 1-2 years credentialing and or privileging experience within a hospital or managed care environment.
- Minimum 1-2 years' provider enrollment experience within a hospital or managed care environment
- Proficiency in Microsoft Office.
- Proficiency with credentialing systems
- Strong organizational and excellent follow-up skills.
- Ability to interact effectively with a variety of people (physicians and medical staff offices).
- Provides highest level of customer service for both internal and external customers.
- Strong written and verbal communication skills. Strong presentation and client interaction skills.

Contact Information:

- Qualified candidates only
- Please submit resume to Newport Credentialing Solutions Department of Human Resources at: careers@newportcredentialing.com.