

JOB DESCRIPTION

Company: Newport Credentialing Solutions
Address: 16 Atlantic Ave, Lynbrook, NY 11563
Job Title: Data Entry Clerk
Department: Provider 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.

Description: Data Entry Clerk

Data Entry Clerk Job Purpose: Maintains database by entering new and updated customer and account information.

Data Entry Clerk Job Duties:

- Prepares source data for database entry by compiling and sorting information; establishing entry priorities
- Maintains data entry requirements by following data program techniques and procedures
- Enters/reviews provider data in requested format in credentialing database
- Processes customer and account source documents by reviewing data for deficiencies
- Prepare and complete applications, link letters and spreadsheets to managed care organization specifications.
- Inputs new data by running reports and reviewing output
- Maintain necessary logs, lists, records, and current documentation required for physician/provider tracking
- Manage and work with Credentialing Specialists in all phases of provider enrollment, re-enrollment and expirables management ensuring the timely and accurate enrollment of providers in the various payers
- Verify physician/provider information for managed care plans including communication with health plan representative and other staff as necessary

- Maintains operations by following policies and procedures; reporting needed changes
- Maintains customer confidence and protects operations by keeping information confidential
- Contributes to team effort by accomplishing related results as needed

Skills/Qualifications: Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information , Results Driven, Energy Level

Special Requirements:

- Proficient in Microsoft Office suite (i.e., Microsoft Project, Excel, PowerPoint)

Contact Information:

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