

Join Our Team as a Provider Enrollment Specialist! ✨

Are you ready to take your career to the next level in a vibrant, supportive, and positive work environment? Look no further!

We are on the hunt for a dynamic Provider Enrollment Specialist to join our team and help us make community healthcare better for everyone.

And guess what? You can do it all from the comfort of your home!

Please email resume to tasha.kaye@cvch.org

Why You'll Love Being Part Of #TeamCVCH:

🌟 **Growth Opportunities:** We believe in nurturing talent. With us, your career can soar to new heights!

💛 **Supportive Team:** Our team is like a family. We're here to help you succeed and celebrate your victories.

😊 **Positive Work Environment:** Good vibes only! We foster a culture of positivity, collaboration, and respect.

🏠 **Fully Remote:** Work from anywhere! Our clinic is in Wenatchee, WA but you can live and work from anywhere in WA state!

If you're passionate about making a difference and excited about a career with endless possibilities, we'd love to hear from you! Apply today and take the first step toward a fulfilling career with us.

Perks and Benefits:

- Competitive salary with performance-based bonuses.
- Comprehensive health, dental, and vision insurance.
- Generous paid time off and holidays.
- Continuous learning and professional development opportunities.
- A flexible work schedule that fits your lifestyle.
- Fun virtual and in-person team-building activities and events.
- Please email resume to tasha.kaye@cvch.org

Job Details

Description

Job Summary

The provider enrollment specialist's primary job function is to be responsible for managing and enrolling providers with nondelegated health plans, maintaining delegated credentialing, and coordinating facility health plan credentialing. This position requires a high degree of organization, planning, and attention to detail.

1. Responsible for completing and submitting enrollment applications to credential providers with nondelegated health plans, Labor and Industries, Medicaid and Medicare.
2. Maintains CAQH applications for provider credentialing and recredentialing.

3. Maintains National Provider Plan Enumerator System (NPES) individual and facility information for National Provider Identifiers (NPIs).
4. Verifies and updates health plan directories to ensure accuracy of providers and practice address information.
5. Maintains current information on provider enrollment status for all staff.
6. Maintains facility credentialing with Medicaid, Medicare and Managed Care Organizations.
7. Responsible for maintaining current knowledge of general billing guidelines, reimbursement rules and regulations.
8. Coordinates with the Billing Lead and Revenue Cycle Analyst on provider set up in Athena and NextGen.

1. Performs other duties and tasks as assigned by supervisor.
2. Expected to meet attendance standards and work the hours necessary to perform the essential functions of the job.
3. Conforms to safety policies, general housekeeping practices.
4. Demonstrates sound work ethics, flexible, and shows dedication to the position and the community.
5. Demonstrates a positive attitude, is respectful, and possesses cultural awareness and sensitivity toward clients and co-workers.
6. Keeps customer service and the mission of the organization in mind when interacting with all clients, co-workers, and others.
7. Employees are expected to embrace, support and promote the core values of respect, integrity, trust, compassion and quality which align with the CVCH mission statement through their actions and interactions with all patients, staff, and others.
8. Conforms to CVCH policies and Joint Commission and HIPAA regulations.

EDUCATION

High School graduate or equivalent. Some college or equivalent combination of education and experience preferred.

CERTIFICATIONS/LICENSURE

N/A

TELECOMMUTING

- Position eligible for Telecommuting