

# Manager, Credentialing

ArchWell Health

Job Location: Nashville, TN/Virtual

Full Time/Days

## JOB SUMMARY:

The Manager, Credentialing will oversee the credentialing function at ArchWell Health. This role will lead a team of analysts to provide guidance and oversight of credentialing new providers and maintaining current provider files for our quickly growing medical group. This hire will oversee the end-to-end credentialing process, including: submitting and tracking credentialing applications to various contracted managed care plans and government payors for oncoming providers; validating the accuracy of provider data loads in payor networks; maintaining accurate and updated data for all providers within the group; tracking the expiration of certification and licenses; support the markets with timely and accurate communications related to provider credentialing and provider data loads; and will act as a liaison between market leadership, payors, external credentialing service firms, and medical staff, including physicians.

## MINIMUM REQUIREMENTS:

- Minimum of five (5) years of relevant credentialing and enrollment experience, with at least two (3) years in a management role leading people
- Prior experience supporting credentialing of providers in a multi-site and multi-state healthcare delivery organization.
- Strong PC skills
- Embodies and serves as a role model of ArchWell Health's Values:
  - Be compassionate
  - Strive for excellence
  - Earn trust
  - Show respect
  - Stay resilient
  - Always do the right thing

## EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree preferred, or equivalent experience

## ADDITIONAL INFORMATION:

ArchWell Health requires all new hires to provide proof that they are fully vaccinated from COVID-19, or represent that they will be fully vaccinated within 30 days of their start date.

## FOR MORE INFORMATION/TO APPLY:

<https://us63.dayforcehcm.com/CandidatePortal/en-US/archwellhealth/Posting/View/2691>