

Position: Credentialing and Privileging Clerk**Position Summary**

The Credentialing and Privileging Clerk provides inclusive support services for the credentialing and privileging of all applicable staff.

This position requires organizational skills, attention to detail, ability to meet stringent deadlines, and self-motivation with little or no supervision. This position involves absolute confidentiality of provider/staff information and proprietary information about HMS. The employee is responsible for establishing and maintaining interpersonal relationships with licensed independent practitioners, other licensed or certified providers, other clinical staff, visitors, and other professionals both inside and outside HMS in a courteous, respectful, and professional manner.

Position Accountabilities

1. Maintains and implements a system of credentialing checklists and files for all licensed independent practitioners (LIPs), other licensed or certified providers (OLCPs), and other clinical staff (OCS).
2. Responsible for assuring that all applicable staff credentialing files are complete.
3. Work with all applicable departments and service lines to ensure credentialing and privileging documents and files are submitted timely for approvals.
4. Maintains documentation and dates of credentialing and privileging processes.
5. Maintains files for all HMS providers and sites
 - a) Files shall include all elements listed in the LIP, OLCP and OCS checklist as referenced in the policy and procedure QI-005.1.
 - b) Be able to provide copies of all licensures, certifications and other expected documentation to Patient Safety Risk Management Committee for all credentialing and privileging applications and renewals as per the new hire process or biennial for renewals.
6. Other duties as assigned.

Minimum Qualifications

- High School Diploma or Equivalent
- Previous experience in a medical office or similar setting.

To Apply

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036