



June 1, 2017

We have an opening in the Cincinnati office for a **Credentialing/Provider Relations Specialist**. This position will report to the Director, Provider Relations. This is a non-exempt position.

The overall scope for this position will be responsibility for all aspects of the credentialing and recredentialing processes at DCPG. Maintain current data for each provider in the credentialing database. Responsible for provider contract administration.

Responsibilities will include:

1. Process provider credentialing and recredentialing applications in accordance with federal and state law, regulatory agencies and DCPG policies to ensure that valid and timely information is provided for practitioner credentialing decisions by the Clinical Affairs Committee and Board of Directors; monitor applications and follow-up as needed.
2. Compiles and maintains current and accurate data for all providers. Perform updates to the provider database – including proprietary and/or leased networks; coordinate the monthly download of the leased provider network and research any issues/discrepancies.
3. Responsible for provider contract administration to ensure that all contract providers have a current and valid contract on file.
4. Monitor information collection; perform cognitive analysis of all information received, evaluate adequacy and pursue additional information as necessary.
5. Customer service - handles incoming telephone calls and conducts research to resolve provider issues.
6. Liaison to internal and external audit personnel.
7. Coordination of provider mailings.
8. Support Director of Provider Relations and Senior Provider Relations Representatives.
9. Maintain and improve relations and communications between DCPG and its stakeholders.
10. Performs other duties as assigned.

The qualified candidate should have the following credentials

1. Bachelor's degree in health services administration or equivalent combination of education and experience, in managed care or related field preferred.
2. Approximately 5 years related experience in the healthcare field with one or two years of experience in dental.
3. Certification by National Association of Medical Staff Services – Certified Provider Credentialing Specialist (CPCS) or Certified Professional in Medical Services Management (CPMSM) preferred.
4. Equivalent combination of education and experience.
5. Excellent oral and written communication and interpersonal skills.

This is a unique opportunity to contribute to the growth and development of an industry leader. The Dental Care Plus Group offers a great work environment, excellent benefits, and opportunity for professional and financial growth.

All interested candidates may submit a confidential letter and resume, specifying your experience, qualifications and salary requirements to Mr. Michael Waldman at 100 Crowne Point Place, Cincinnati OH 45241 or jobs@dentalcareplus.com