

Healthcare Associate

InSight Telepsychiatry – Medical Affairs

Position Summary

InSight Telepsychiatry is seeking a healthcare associate looking to learn and grow within the credentialing and telemedicine fields. This position will lead, coordinate, monitor and maintain the credentialing and re-credentialing process, and is responsible for the accuracy and integrity of the healthcare database system and related applications. The healthcare associate will work under the supervision of the credentialing team leads, providing assistance with functions related to credentialing, including provider licensing, payer enrollment, facility privileging, initial appointment, reappointment, document maintenance and other projects. This person will report to the manager of medical affairs.

Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to transform access to quality behavioral health care through innovative applications of technology. InSight has two decades of experience with telepsychiatry, and serves hundreds of organizations across the country with its on-demand, scheduled, connected services and Inpathy divisions. InSight is uniquely positioned to offer scalable telepsychiatry services in settings across the continuum of care. InSight has a diverse provider team, a robust internal infrastructure and a history of adapting its programs to fit the needs of a variety of different settings and populations. www.InSightTelepsychiatry.com

Job Responsibilities

- Lead, coordinate and monitor the review and analysis of credentialing applications and accompanying documents
- Ensure providers (physicians, nurse practitioners etc.) meet credentialing-related criteria and that credentialing is completed to regulatory standards
- Organize credentialing materials and document progress within several systems and databases
- Work directly with providers to ensure completion of applications within specified time periods, and present credentialing files to health system committees
- Communicate directly with our partner sites to ensure appropriate completion and processing of credentialing applications and documents in a timely manner
- Identify issues that require additional investigation and evaluation, and ensure appropriate follow-up with providers or partner sites
- Respond to requests from customers and providers regarding credentialing documentation, payer enrollment, or hospital privileging
- Identify issues that require additional investigation and evaluation, validate discrepancies and ensure appropriate follow-up
- All other duties as assigned

Job Requirements

- Bachelor's degree in related field
- 2+ years of experience in the healthcare industry

- Ability to multitask, especially in multiple systems and databases
- Comfortable working with different technology applications
- Comfortable working with a remote team
- Ability to think critically and troubleshoot problems independently
- Organizational and time-management skills
- Informational research skills
- Ability to communicate effectively, both verbally and in writing

Ideal Candidate

- Working knowledge of clinical and/or hospital operations and procedures
- Program planning and implementation skills
- Experience supporting licensed professionals
- Behavioral health industry experience
- Experience working with a diverse and remote team

Logistics

- Position available July 2018
- Position based in Marlton, NJ
- Reports to Manager of Medical Affairs

To apply, please send your resume and a customized cover letter to recruiting@in-sight.net.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

EOE M/V/F/D