

# Enrollment Coordinator

InSight Telepsychiatry – Medical Affairs

## Position Summary

InSight Telepsychiatry is seeking a provider enrollment coordinator to work with the medical affairs team in Marlton, NJ and connect regularly to a national team of colleagues. This position is responsible for preparing, submitting and tracking credentialing applications and supporting documentation for the purpose of enrolling providers with payers. The provider enrollment coordinator will ensure interpretation and compliance with the appropriate accrediting and regulatory agencies, while developing and maintaining a working knowledge of the statutes and laws relating to credentialing. The position is responsible for the accuracy and integrity of the credentialing database system, CAQH profile and related applications. The provider enrollment coordinator will work under the supervision of the medical affairs project manager.

## 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](http://www.InSightTelepsychiatry.com)

## Job Responsibilities

- Ensure applicant eligibility by analyzing a provider's profile and accompanying documents
- Implement, coordinate and monitor provider enrollment and credentialing process for initial and re-credentialing applications
- Work closely with provider to obtain missing documentation and/or signatures pertaining to enrollment
- Confirm receipt of requested documents, identify and respond to issues that require additional investigation and evaluation, validate discrepancies with provider and facilitate process for payer participation
- Perform timely follow-ups, maintain and update database on the status of application and to report to management and provider
- Enter and maintain credentialing information into CFG credentialing database and CAQH profile
- Monitor documentation expiration dates and acquire the current and updated documentation
- Respond to inquiries from other healthcare organizations, interface with internal and external credentialing issues as they arise for enrollment and contracting matters
- Maintain and utilize the credentialing database to optimize efficiency, perform document generation, and track and report on applicant status
- Assist medical affairs department with special projects

- Other duties as assigned

## Qualifications

- High School Diploma
- Two years of credentialing experience
- Outlook, Excel, PowerPoint and Word proficiency
- Database management skills including querying, reporting and document generation
- Ability to manage and impart confidential information
- Independent worker
- Organization and time management skills
- Ability to multitask

## Ideal Candidate

- Previous healthcare experience
- Working knowledge of clinical and/or hospital operations and procedures
- Knowledge of Medicare, Medicaid and commercial payer provider enrollment process
- Knowledge of Echo Credentialing Software
- Knowledge of NCQA standards as it relates to credentialing and health plan enrollment
- Strong verbal and written communication skills
- Informational research skills

## Logistics

- Remote PRN position based in Marlton, NJ
- Position available December 2018
- Reports to medical affairs project manager

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