

CREDENTIALING SPECIALIST

InSight + Regroup – Enrollment/Credentialing Team

Organization Overview

InSight + Regroup is the leading and largest telepsychiatry service provider in the US with a mission to transform access to quality behavioral health care. InSight + Regroup serves hundreds of organizations and individuals in various settings across the continuum of care with its on-demand, scheduled services and direct-to-consumer (Inpathy) divisions. Given its size, diversity of services and extensive experience and expertise, InSight + Regroup is uniquely positioned to enable scalable telepsychiatry programs across the care continuum. As an industry thought leader, InSight + Regroup has helped shape the field, define the standard of care and advocate for improved telepsychiatry-friendly regulations. To learn more, visit www.InSightTelepsychiatry.com and www.RegroupTelehealth.com.

Position Summary

InSight + Regroup is seeking part-time, seasonal team members to provide support within our Medical Affairs department. This position requires a strong service-orientated team member to support our clinicians, with the tenacity to ensure that they quickly obtain the credentials and enrollment status they require to provide care via telehealth. This position is an excellent opportunity for college students.

Job Responsibilities

- Supports in privileging applications, verifying employment history and other credentials, and monitoring profiles for clinicians
- Collaborates with clinicians within a scheduled follow-up time frame to obtain signatures and submit applications until the application process is complete
- Completes privileging applications and other related documents under the direction and supervision of credentialing coordinators, supervisors and other Medical Affairs leadership
- May complete other duties to support the onboarding, credentialing, licensing, privileging, enrollment and tracking functions for the department

Job Requirements

- High school diploma or GED required
- Seeking a bachelor's degree in health administration, business or other related fields
- Comfortable working with a remote team
- Ability to work with multiple data sources, follow directions for varied online and paper tools
- Resourceful with excellent verbal and written communication skills, reading comprehension, problem-solving skills and research skill
- Attentive with good interpersonal skills

- Must be detailed oriented and prompt with responses

Logistics

- 2 – 4 positions immediately available
- Urgent: 3 – 6 month need with the possibility of transitioning to a permanent role.
- Remote work position available
- Part-time, 16 – 24 hours/week
- Reports to the Medical Affairs Credentialing Coordinators and/or Supervisors

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