



**UNITED KEETOOWAH BAND OF CHEROKEE
INDIANS IN OKLAHOMA (UKB)
UKB CORPORATE BOARD**

**2380 S Muskogee Ave.
Tahlequah, OK 74464**

**Ratified
October 3, 1950**

**UKB
CORPORATE
BOARD**

Carrie Haney
Chairman

Heather Wagoner
Secretary

Dustin Scott
Treasurer

Jeffrey Nelson
Member

Dana Boren
Member

EXTERNAL ANNOUNCEMENT

Applications can be obtained from the UKB website and then submitted using the information listed below:

By bringing a paper application to Ashley Myers HR at the UKB Corporate Board office address listed above or sent via email to amyers@ukb-nsn.gov

Opening Date: 8/26/2024

Closing Date: 9/23/2024

Position: Credentialing Specialist

Department: Echota Support Services, LLC.

Reports To: Revenue Cycle Manager

Pay: Competitive - Based on Experience

Status: Full Time, Non-Exempt

Job summary:

The primary responsibility will be managing and maintaining the credentialing process for all healthcare providers to ensure compliance with regulatory requirements and industry standards.

Key Responsibilities of Credentialing Specialist:

- Review credentialing applications and supporting documentation to verify qualifications, licensure, certifications, and relevant experience.
- Communicate with healthcare providers and external credentialing organizations to obtain necessary information and resolve credentialing issues.
- Maintain accurate and up-to-date data for each provider in credentialing databases and online systems, ensuring compliance with organizational policies and accreditation standards.
- Monitor credentialing deadlines and proactively identify and address any potential compliance issues or discrepancies.
- Stay informed of changes in healthcare regulations and accreditation standards related to credentialing and implement necessary updates to policies and procedures.
- Ensure providers meet continuing education requirements and apply for periodic licensure and certification renewals prior to expiration.
- Release information to requesting agencies and public inquiries when required by law.
- Perform other duties as assigned.

PERFERRED QUALIFICATIONS FOR CONSIDERATION:

- Bachelor's degree in healthcare administration, Business Administration, or related field, OR previous experience in healthcare credentialing/provider enrollment.
- Familiarity with credentialing processes and requirements of healthcare payors, regulatory agencies, and accrediting bodies.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to effectively interact with healthcare providers and internal stakeholders.
- Proficiency in Microsoft Office applications and credentialing software platforms (preferred).

NOTE:

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at any time with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as "employment -at- will."

UKB and Tribal preference applies.

Job descriptions are subject to change based on organizational requirements.