



Credentialing Specialist Role and Responsibilities

Each department will need to have at least one person assigned to this job.



Credentialing Skills

- ▶ Well-organized (keeps track of multiple credentialing deadlines)
- ▶ Maintains confidentiality
- ▶ Attention to detail
- ▶ Research Skills.

Credentialing Specialist Responsibilities/Duties

- ▶ Keeps physician accreditation (medical certifications and credentials) current
- ▶ Compiles physicians' important documents
- ▶ Completes the credentialing process and secures the physician's signature
- ▶ Makes changes and updates.