



**HealthSource of Ohio is seeking to hire a Credentialing Coordinator who is passionate about providing quality customer service to our Clinicians, team members and communities. We are looking for Friendly, Accessible, Credible individuals to join a great team.**

**Responsibilities:**

- Responsible for primary source verification, credentialing, clinical privileging, periodic re-privileging and re-appointment of provider staff.
- Manage credentialing document database.
- Coordinate the privileging of ACP's through various levels of competency and autonomy.
- Assist in the scheduling and logistical support of locum tenens coverage for temporary provider staffing needs.
- Take a lead role in the preparation of provider credentialing and privileging information for the Board of Trustees.

**Qualifications:**

- High School Diploma or Equivalent required
- Credentialing experience required
- 2-3 years of credentialing experience preferred
- Credentialing certification preferred

HealthSource of Ohio is an Equal Opportunity/Affirmative Action Employer:  
Minority/Female/Disabled/Veteran

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	