

# Join the AFI team and Let's grow together

## Provider Credentialing Executive

AFI Corp specializes in comprehensive Revenue Cycle Management services for physician groups and hospitals across the United States. We are seeking a Provider Credentialing Executive to manage the credentialing and enrollment process for healthcare providers, ensuring compliance with insurance requirements for timely approvals and participation in health plans and networks.

### Key Responsibilities

- Oversee and manage the provider credentialing and enrollment process.
- Collect, verify, and maintain provider credentials, including licenses and certifications.
- Submit and track credentialing applications with insurance companies.
- Ensure compliance with state, federal, and industry regulations.
- Manage renewals and re-credentialing processes.
- Resolve credentialing issues and discrepancies.
- Collaborate with other departments for a seamless process.

### Qualifications

- Diploma in Business Management, Healthcare Administration, or related field.
- Experience in provider credentialing and enrollment.
- Knowledge of health insurance credentialing processes.
- Strong organizational and communication skills.
- Attention to detail and ability to multitask.
- Willingness to work night shifts.

We offer a competitive salary and great benefits.