



## Contract Coordinator as an Independent Contractor

### Network Development & Contracting

Position: Coordinate and manage the tracking, processing and auditing of healthcare provider information relative to healthcare provider contracts, credentialing and provider set up.

Term: Four (4) months with potential for a renewal term.

#### Responsibilities:

- Track all incoming contracts and credentialing documents; audit for completeness.
- Manage the Incomplete contracts/credentialing process.
- Work directly with healthcare providers and in coordination with Network Associates to obtain missing contract/credentialing information.
- Manage the Missing/Expired process and resolve healthcare provider credentialing/contract document issues.
- Scan and submit completed contracts/credentialing documents according to established processes.
- Maintain and distribute reports relative to contracts received complete, contracts received incomplete, status/progress.

#### Education/Experience:

AA degree or equivalent. 3+ years of administrative experience and significant experience working with Excel, Word, Power Point, etc., experience with managing, tracking and reporting on large amounts of information. Experience working with databases and provider information systems helpful. Excellent communication and organization skills required. Healthcare industry experience preferred. Auditing experience helpful.

If you are interested in this position, please email your resume and cover letter to [NetworkRelations@CCH-Network.com](mailto:NetworkRelations@CCH-Network.com).

No phone calls or inquiries; if we believe you are a potential candidate, we will contact you.