

Healthcare Administrative Specialist (7397U) University
Health Services 72694
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244558>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 9, 2024, set to expire Jan. 5, 2025

Job Title	Healthcare Administrative Specialist (7397U) University Health Services 72694
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
Apply Online Here	https://apptrkr.com/5618180

Apply By Email

Job Description

Image not found or type unknown



Healthcare Administrative Specialist (7397U) University Health Services 72694

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the



Healthcare Administrative Specialist (7397U) University
Health Services 72694
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244558>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 9, 2024, set to expire Jan. 5, 2025

transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

UC Berkeley's University Health Services (UHS) is a comprehensive college health service providing fully accredited, primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty, and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. UHS manages the student health insurance and workers' compensation insurance programs.

Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to minimize the impact of illness, emotional distress and injury on studies and work. Coupled with health promotion and public health programs, UHS reaches all segments of the Berkeley campus community. Learn more by visiting the [UHS website](#), our [strategic plan](#), and our [UHS values](#).

Healthcare Administrative Specialist (7397U) University
Health Services 72694
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244558>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 9, 2024, set to expire Jan. 5, 2025

Application Review Date

The First Review Date for this job is: 9/20/24. This job will remain open until filled.

Responsibilities

Clinical Staff Credentialing - subject matter expertise in understanding legal requirements:

- Partners with Credentialing Lead to manage complex credentialing process on all clinical staff. Prepares and analyzes credentials files and submits comprehensive summary to Credentials Committee and UHS Governing Body for approval.
- Liaises with applicants and outside credentials verification organization (CVO) to ensure that all applications are completed and processed appropriately.
- Maintains accurate and current files on all clinical staff; includes collection of confidential and sensitive federal and state reports on staff. Ensures recredentialing process is complete within the required timeframe.
- Coordinates with Administrative Supervisor on noncompliant or expired licenses/ certificates, which may result in staff being placed on administrative leave.
- Develops and maintains tracking system for prescription pads, stamps, EPCS tokens; provides oversight on ordering process managed by Administrative Services Office Manager.
- Maintains roster of expiring licenses, credentials, BLS certifications, etc. and liaises with clinical staff administration and scheduling staff to coordinate trainings for renewal
- Serves as the Assistant CME Coordinator for the Continuing Medical Education (CME) program
- Liaises with the CME Coordinator to staff sessions and collect and submit CME data in accordance with accreditation.
- Program support/leadership for third party insurance billing, undergraduate student volunteers, emergency response, and other health center services.

Conducts annual peer review process for all clinical titles.

- Monitors operational calendar and tracks progress for proctoring and peer reviews.
- Liaises with Health Information Analyst to build survey tool; submits survey tool to audience
- Collates data and provides analysis to clinical managers. Develops "data dashboards" for manager use and reference.
- Participates on UHS and UCSHS-wide working groups

Healthcare Administrative Specialist (7397U) University
Health Services 72694
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244558>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 9, 2024, set to expire Jan. 5, 2025

Onboarding/Offboarding

- Ensures that IT Systems Access tickets include accurate credentials, and submits ticket updates to document changes with admin support staff as appropriate.
- Liaises with clinical services admin support staff to submit IT tickets for separations, furloughs etc. to maintain accurate EMR access.
- Prepares privileging documents for clinical providers and provides them to supervisors prior to their start date.
- Maintains accurate rosters on all clinical staff for UHS, CVO, etc. in tandem with Credentialing Lead.
- Oversees PowerDMS rosters and trainings for clinical/licensed staff and guides Admin Assistant in tasks to bring all into compliance.

Committee Support

- Liaises with Chair of Quality Improvement Committee to develop and create studies to review quality improvement needs and gaps; provides analytical support of results.
- Responds to ad-hoc data requests from QI Chair and Peer Review Committee.

Provides back up coverage to Credentialing Coordinator on other duties as assigned; includes support of Credentials Committee and Medical Director as needed.

Staff development - includes work on committees and assignments that enable the staff member to stretch and grow, along with formal and informal mentoring and coaching, including workshop/conference attendance.

Required Qualifications

Education

- Bachelor's degree in related area and / or equivalent experience / training

Healthcare Administrative Specialist (7397U) University
Health Services 72694
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244558>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 9, 2024, set to expire Jan. 5, 2025

Knowledge, Skills and Abilities

- Working knowledge of common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.
- Working knowledge of applicable policy analysis techniques.

Preferred Qualifications

- Knowledge of program content areas such as insurance billing, continuing medical education, and other healthcare related programs.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted hourly range that the University reasonably expects to pay for this position is

Healthcare Administrative Specialist (7397U) University
Health Services 72694
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244558>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 9, 2024, set to expire Jan. 5, 2025

\$29.31 - \$39.85.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This is a hybrid position, eligible for up to 40% remote capability.
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.



Healthcare Administrative Specialist (7397U) University
Health Services 72694
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244558>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 9, 2024, set to expire Jan. 5, 2025

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

,