

Payer Enrollment Coordinator, Department of Medicine
University at Buffalo, The State University of New York

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Posted Oct. 28, 2024, set to expire Aug. 4, 2025

Job Title	Payer Enrollment Coordinator, Department of Medicine
Department	Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Human Resources Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53706

Apply By Email

Job Description

The **UBMD Internal Medicine** is seeking applicants for a full-time **Payer Enrollment Coordinator**. The Payer Enrollment Coordinator is responsible for credentialing of providers with insurance carriers, as well as timely follow-up and tracking status of provider malpractice applications, licenses, and DEA.

They are responsible for:

- Overall oversight of payer enrollment in at least sixteen (16) different insurance companies to ensure that their clinical services can be billed for.
- Initial credentialing of providers with insurance carriers, as well as recredentialing in a timely manner.

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- Process initial and annual provider malpractice applications. Performs appropriate and timely database management of applications in order to cancel or update, when applicable.
- Maintains updated CAQH files, IntelliApp files, and provider rosters.
- Communicates with insurance carriers to ensure that all provider information is accurate and current.
- Coordinates credentialing with Kaleida, ECMC and other entities as needed.
- Enroll providers in Pecos and ePaces.
- Works with human resources department for onboarding as it relates to new provider credentialing.
- Ensures that ETIN's are updated with Medicaid and ePaces. Submit group/provider Medicaid and Medicare revalidation when due.
- Maintains confidentiality and adheres to all HIPAA privacy rules and policies.
- Communicate with providers to enlist the proper documentation needed for credentialing and any issues that arise with the payers.
- Communicates with the billing department to resolve issues, as needed.
- Communicate with division/site designees regarding licenses and DEA information in order to ensure all records are updated in EMR.

We are committed to a professional environment that is positive, respectful, cohesive, and supportive of cultural and individual differences in the service of our clinical and academic goals.

Additional Information:

1. Learn more about what it looks like to be a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

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

Contact



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