

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

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Downloaded On: Oct. 31, 2024 6:14am

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

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

**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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