

ALABAMA BOARD OF MEDICAL EXAMINERS

Credentialing Specialist

Starting Salary: \$37,000.00

The Credentialing Specialist is responsible for processing Certificate of Qualification applications (COQ) for physician licenses, Letter of Qualification (LOQ) applications, initial and reissue Alabama Controlled Substances Certificate (ACSC) applications, and Alabama Medical Cannabis Certification (AMCC) registration applications. The position requires excellent attention to detail, management of multiple priorities, and the ability to think critically. The Credentialing Specialist communicates with applicants, licensing agencies, and other regulatory bodies.

Essential Job Functions and Responsibilities:

- Process various application types
- Verify all supporting documentation submitted by applicants
- Access national databases for licensing verification and certification
- Check for disciplinary actions
- Communicate with applicants to ensure applications are complete and that all applications submitted for Board approval meet the requisite rules
- Ensure applicants meet all qualifications for licensure or registrations
- Create memorandums for the Board's review regarding problem applications
- Any other tasks assigned by the Credentialing Director or Executive Director

Required Qualifications:

- Three years previous administrative assistant experience preferred
- Proficiency in Microsoft Word, Excel, Adobe Acrobat, and demonstrated ability to learn proprietary software
- Hands-on experience with office equipment such as printers, phone systems, and copiers
- Strong organizational skills
- Detail oriented
- Ability to effectively prioritize and meet deadlines
- Excellent written and oral communication skills
- Courteous and professional demeanor
- Strong sense of discretion and sensitivity to confidential matters

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

FLSA Classification: Non-Exempt

Application Process:

All cover letters and resumes should be emailed to hr@albme.gov.

No telephone calls, please.

This position is in Montgomery.

Number of Positions: One