

Alico Healthcare

<https://alicohealthcare.com/job/provider-credentialing-contracting-specialist/>

Provider Credentialing & Contracting Specialist

About the role

Coordinate provider and location enrollment, maintain credentialing records, and follow up with payers on outstanding requirements before they affect billing.

Responsibilities

- Prepare credentialing and re-credentialing submissions, track requirements, and follow up with commercial payers, Medicare (PECOS), and Medicaid.
- Maintain strict accuracy of CAQH profiles and provider rosters to prevent "provider not enrolled" claim edits.
- Track payer contract structures, fee schedules, and linked facility locations to support accurate expected-versus-paid variance reporting.
- Actively manage escalation paths for stalled payer enrollments, directly contacting payer representatives to resolve application exceptions.
- Audit and update internal systems to ensure billing teams have real-time visibility into effective dates and network participation status.

Qualifications

- 3+ years of experience in healthcare credentialing, provider enrollment, or payer contracting for multi-specialty groups or facilities.
- Experience using CAQH, PECOS, and navigating complex commercial payer enrollment portals.
- Experience maintaining accurate provider records and resolving payer enrollment issues before they affect billing.

Working arrangements

Location: Remote (Strictly limited to MA, FL, CT, PA, Montreal or NC residents)

Schedule: Part-Time (25 hours/week)

Hiring organization

Alico Healthcare

Industry

Healthcare RCM Operations

Job Location

Remote work possible

Working Hours

8:00 – A.M – 2:00 P.M

Base Salary

\$ 17 - \$ 20

Date posted

February 24, 2026

Valid through

31.12.2026