

# Credentialing Manager

Alexandria, VA

Full-time

## Company Description

The Foreign Credentialing Commission on Physical Therapy (FCCPT) is a non-profit organization that evaluates credentials for physical therapist educated outside of the United States.

## Job Description

The Credentialing Manager is responsible for supervising and monitoring the workflow of all credential evaluator staff and oversees all phases of the evaluation process. Is accountable for systems and processes that ensure compliance with organizational credentialing policies and procedures, and compliance with the credentialing requirements of our stakeholders. This is a leadership role within FCCPT and will be required to participate management of staff, projects, and policies.

## Primary Duties and Responsibilities

- Supervision of Credential Evaluator Staff
- Completion of credential evaluations
- Responsible for training of credential evaluator staff and contractors
- Management participation by attending meetings and professional development
- Customer Service to our applicants by responding to applicant inquiries that is specific to the credentialing process or documentation

## Qualifications

Bachelor's degree is required

Master's degree is preferred

Five to eight years of credentialing experience

Supervisory experience preferred

## Additional Information

- Advanced knowledge of Microsoft Office Software (Excel, Access, and Word), database administration and scanning applications
- Strong organizational, verbal and written communication skills
- Ability to work effectively with staff, stakeholders and external customers
- Ability to work independently with limited supervision
- Multi-tasking and knowing how to set priorities