



CREDENTIALING & BILLING SPECIALIST INTERNSHIP

Are you interested in a career in credentialing and billing? TZ Medical offers a paid internship for potential employment in our credentialing and billing department. During the training, you will learn the ins and outs of credentialing, billing, account management, and much more! TZ Medical is a quickly growing medical device company based in Portland, Oregon, and has been in the industry for over 30 years.

Essential Responsibilities

- Responsible for credentialing activities as it relates to initial credentialing, re-credentialing, and credentials modification
- Ensures that the credentialing requirements for governmental agencies and commercial managed care insurers/networks are met and managed appropriately and timely
- Submits and follow up on credentialing to all contracted commercial payors and government agencies timely and accurately
- Enters and maintains data in the contracting and credentialing database according to established data entry rules and policies. Performs database queries and reports as needed.
- Maintains managed care contract files (paper and electronic) and department databases for contracts and credentialing
- Maintaining a professional demeanor and presentation in person, over the phone, and via e-mail.
- Provide meticulous attention to detail
- Report on performance and activities every month
- Update and maintain the contract database

2023 Internship Details

- ▶ Position - Junior Credentialing & Billing Specialist
- ▶ Compensation - Minimum Wage
- ▶ 40 Hours Per Week
- ▶ On-Site Training In Tualatin, OR, 6/26/2023 - 9/15/2023 (12 weeks)

APPLY TODAY!

SEND YOUR RESUME TO careers@tzmedical.com