

Rachel Kowalski

CREDENTIALING SPECIALIST

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SUMMARY

Credentialing Specialist with 4 years of medical staff and provider enrollment work for a hospital-owned physician network and a surgical group. Manages credentialing files for 350+ providers, primary source verification to NCQA standards and payer enrollment with Medicare, Medicaid and commercial plans. Organized in Excel, Microsoft Word and Outlook, with strong time management across 60+ open files.

SKILLS

Other Skills: Credentialing, Provider Enrollment, Primary Source Verification, CAQH, Excel, Microsoft Word, Outlook, Microsoft Office, Customer Service, Time Management

EXPERIENCE

Credentialing Specialist 03/2024 - Present
Three Rivers Physician Network Pittsburgh, PA

Medical staff office for a 420-provider network with 2 hospitals.

- Process initial and reappointment credentialing for **350+** physicians and APPs on a 3-year cycle.
- Complete primary source verification of licenses, DEA, board certification and malpractice history for each file.
- Coordinate enrollment of new providers with Medicare, Medicaid and 14 commercial payers, cutting average enrollment time from 110 to 75 days.
- Track expirables in an Excel dashboard and send Outlook reminders 90 days ahead, with no lapsed licenses in 2025.

Medical Staff Assistant 07/2022 - 02/2024
Monroeville Surgical Group Monroeville, PA

Credentialing support for a 45-provider general and vascular surgery group.

- Updated CAQH profiles and attestations for 45 surgeons and CRNAs every quarter.
- Prepared monthly credentials committee packets in Microsoft Word from verified file checklists.
- Answered provider and payer questions by phone and email with prompt customer service.
- Converted 600 paper credential files into a scanned, searchable system within 5 months.

EDUCATION

Associate of Science 05/2022
Community College of Allegheny County Pittsburgh, PA
Business Administration

CERTIFICATES

Certified Provider Credentialing Specialist (CPCS) 10/2025
National Association Medical Staff Services (NAMSS)