



### **QABA Procedure: Internal Administrative Duties 3.0**

The purpose of this procedure is to provide its personnel with documented instructions describing their duties and responsibilities and refers to the following job roles:

QABA Administrator

QABA Credentialing Specialist

QABA DOJ Custodian of Records

The QABA Personnel for the QABA Credentialing Board will work in the administrative office located in the Buellton, California office. The QABA Credentialing Board currently works to provide consistent, accurate, and timely credentialing support, enhancing the candidate's ability to provide healthcare services. The QABA Personnel (non-board members) is responsible for all administrative tasks of the credentialing and re-credentialing process for all QABA Candidates; that includes processing applications, verifying information, research application details, and ensures processes are in accordance with QABA Credentialing Board standards and applicable laws.

#### **Essential Responsibilities:**

- Facilitate completion of applications for candidates to ensure timely enrollment and credentialing.
- Identify, obtain, verify and update database with candidates credentialing information
- Update ABA Registry database with credentialing documents as needed/required
- Tracks and maintains copies of current state licenses, certificates, and other required credentialing documents in confidential provider files.
- Filing and scanning documents, in timely and accurate manner; email correspondence to board members and candidates.
- Serves as a point of contact regarding credentialing issues with Board, leadership, Finance, and Billing personnel.
- Develops and maintains operating procedures for the credentialing department
- Prepares and maintains various reports and summaries of credentialing/recredentialing activities