

# NICK N. STINE

Loveland, CO 80537

970-481-4998 - nstine22@gmail.com

## PROFESSIONAL SUMMARY

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Competent Credentialing Coordinator with a background preparing files for committee reviews, working on initial and reappointment applications, initiating payer enrollments and follow ups. Considered a smart individual with dynamic time management and organizational skills. Adept at conducting application reviews and primary source verifications. Excellent relationship-building, problem-solving and communication skills.

## SKILLS

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- Credentialing Requirements
- Credentialing Audits
- Credentialing Policies
- Provider Enrollment
- Submitting Files
- Clerical Support
- Database Maintenance
- Internal Communications
- Information Updates
- Credentialing Data Coordination
- Credential Verification
- Facility Credentialing

## WORK HISTORY

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01/2022 to Current

### **Credentialing Coordinator**

#### **Orthopaedic & Spine Center of the Rockies**

- Processing initial credentialing and re-credentialing applications
- Maintain individual provider files to include up to date information needed to complete the required governmental and commercial payer credentialing applications
- Update each provider's CAQH database file timely according to the schedule published by CMS
- Maintain the credentialing database for over 190 providers including MD's, PA's, PT's, OT's and anesthesiologists assuring accuracy and completeness, generate reports and letters
- Verify competence, medical and/or professional education, residency, internships, fellowships, additional formal training, relevant board certifications, healthcare affiliations, work history, military experiences, professional references, licensure and certifications, DEA certificates, malpractice coverage and privileges the applicant is requesting

- Organize and maintain credentials files in the medical staff office and credentialing software

09/2016 to 12/2021 **Clinical Assistant**

**Orthopaedic & Spine Center of the Rockies**

- Responsible for chart analyzing, research, and preparation
- Acquired detailed intake and histories
- Accountable for finding and filing of medical reports and procedures
- Experience with working in multiple computer programs and multitasking while working in a high paced work environment
- Update each provider's CAQH database file timely according to the schedule published by CMS

12/2014 to 04/2015 **Professional Intern**

**Soukup, Bush & Associates – Fort Collins, CO**

- Assisted in the preparation of Individual and Business tax returns
- Duties included analyzing client documents, having client correspondence when necessary, using accounting software program Lacerte, working on multiple software programs simultaneously, entering data into tax returns, referencing numbers to source documents, and meeting time budget deadlines for each project
- Also assisted on data collection for fraud audit.

01/2012 to 12/2014 **Inventory Associate**

**Walmart – Timnath, CO**

- Accountable for transfer of stock from point of entry to sales floor
- Includes stringent monitoring of shipments and focused product placement
- Responsible for accurate record keeping in a timely fashion
- Perform bin audits to check counts and fix if needed.

12/2013 to 04/2014 **Processing Intern**

**Soukup, Bush & Associates – Fort Collins, CO**

- Responsible for binding and sending final copy of tax return to clients
- Duties included printing out tax return scanning client documents, navigating multiple software programs to gather correct information, transferring completed documents into different software programs and folders, preparing government copy if return wasn't electronically filed, answering phones, and completing requests of the firm's partners.

05/2009 to 08/2009 **Marketing Services Staff**

**Fiberlok – Fort Collins, CO**

- As member of two person marketing team to produce catalog for International

Corporation

- This included compiling research, organizing data and assembling catalog for mass mailing
- Was able to manage projects in a timely manner with little supervision
- Extensive use of Microsoft Excel.

## EDUCATION

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05/2013

**Associate of Science: Accounting**

**Front Range Community College** - Fort Collins, CO

Graduated Magna Cum Laude. Overall GPA of 3.75

05/2010

**Bachelor of Arts Degree: Psychology**

**University of Colorado** - Boulder

GPA 3.1, Coursework also included general business studies including accounting, economics, business communication, and statistics.