

PART II	HAWAII HEALTH SYSTEMS CORPORATION	2.147
	STATE OF HAWAII	2.148
		2.149

Minimum Qualification Specifications
for the Classes:

CREDENTIALING SPECIALIST II, III, and IV

Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under Experience below or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a bachelor's degree may be substituted on a year-for-year basis.

The education or experience background must also demonstrate the ability to write clear and comprehensive materials such as reports and other documents; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience:

Except for substitutions provided in this specification, applicants must have had progressively responsible experience of the type and quality described below and, in the amounts indicated in the following table:

<u>Class Title</u>	Specialized Experience (Years)
Credentialing Specialist II	1/2
Credentialing Specialist III	1 1/2
Credentialing Specialist IV	2 1/2

Specialized Experience: Professional work experience in credentialing standards and processes in a medical administration setting, hospital, clinic or medical credentialing agency. Familiarity with credentialing software is preferred. Such work experience must show the ability to understand and follow credentialing regulations, Medical Staff bylaws, and other regulatory agency requirements.

Certification Required:

1. None required for level II; Certified Provider Credentialing Specialist (CPCS) from the National Association Medical Staff Services (NAMSS) preferred.
2. For level III and IV: Certified Provider Credentialing Specialist (CPCS) from the National Association Medical Staff Services (NAMSS) required at the time of appointment.

Non-Qualifying Experience:

The following types of experience will not be accepted as professional experience required for these positions. Experience in positions where the duties did not require full professional knowledge and application of general credentialing regulations and procedures of a clerical or technical nature.

Substitutions Allowed:

1. Excess experience of the type and quality described above, or any administrative, professional, technical, or other responsible work which required a high degree of analytical skill may be substituted for education on a year-for-year basis.
2. Possession of a Master's Degree in health care, hospital administration, public health administration, social work or nursing may substitute for one (1) year of specialized experience.

If a degree is used to substitute for the education requirement, it may not be used again towards the experience requirement. If work experience is used to substitute for education, it may not be used again to meet the experience requirement. If the applicant holds more than one degree, transcripts must be provided, and a thorough review will be conducted by the human resources staff in order for more than one degree to be credited toward the minimum qualification requirements (if applicable).

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of

some positions. In such positions, Selective Certification Requirements may be established, and certification may be restricted to eligible who possess the pertinent experience and/or training required to perform the duties of the position. Regions or facilities requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Health & Physical Requirements:

Applicants must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

This is the first minimum qualification specifications for the classes, CREDENTIALING SPECIALIST II, III, and IV effective March 16, 2026.

APPROVED: 03/16/26

JUANITA LAUTI
Vice President & Chief Human Resources Officer