We are looking for an experienced, detail-oriented, organized, and driven **Provider Licensing Specialist**. The ideal candidate will have experience in provider licensing and have the ability to accurately and timely coordinate and facilitate, the licensing of clinicians and applying for state DEA and Federal DEA as needed.

**What You’ll Do**:

The **Provider Licensing Specialist** will work directly with our clinicians (addiction counselors, therapists, medication-assisted treatment physicians and advance practice nurse practitioners) to facilitate their cross-licensing applications in states required for our telehealth practice including any federal DEA and state CSR registrations. The **Provider Licensing Specialist** is also responsible for keeping operations up to date for scheduling once required licensure is issued and to ensure all departments are aware of expected timeframes for license issuance and are aware of any delays in the process.

**Specific hands-on and mission-critical initiatives may include:**

* Oversight and processing of licensing applications for MD’s/DO’s, APRN’s, LICSW’s, LPC’s to meet internal deadlines
* Collect, organize, track, and manage items requested by state boards, for multiple providers. Including, but not limited to, fingerprint cards/background checks, CE Courses, peer references, transcripts, supervision request, license verifications, employment affiliations, notarized forms, photos, Board certification, etc.
* Perform follow-up via calls and email with various state licensing Boards to obtain application status
* Scanning, faxing, mailing, and populating multiple forms and documents
* Create access for online state licensing web portals for application submission
* Build and maintain business relationships with providers who are engaged in the licensing process
* Build and maintain business relationships with the licensing contacts at each state licensing board
* Develop a system for managing state-by-state continuing education requirements and ensuring practitioner compliance in Credentialing software
* Research state licensing requirements, as needed
* Manage and track licensing invoices, vouchers, and check requests
* Support special projects as needed

**We’re Looking For:**

* Must have strong verbal and written communication skills and effectively communicate to all levels of constituents, including prospects, members, providers, team members and senior management
* Ability to work independently and take initiative
* Capable of thriving in a fast-paced environment
* High energy level, enthusiastic, and eager to do what is necessary to be successful
* Experience in substance use treatment and/or behavioral health setting is preferred
* Ability to adapt to change quickly while meeting aggressive deadlines
* Must be extremely detail oriented, analytical, and organized
* Strong skills in Microsoft applications such as Excel, PowerPoint, Word, and Office 365
* High school diploma and bachelor’s degree preferred
* At least 5 years of healthcare experience
* Provider enrollment experience and/or credentialing experience is preferred
* **Provider licensing experience in multiple states is preferred.**
* Basic understanding of state licensing Boards

**Physical Requirements/Work Environment:**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

* Work is performed primarily in a traditional office setting, where the employee is regularly required to sit, stand, and demonstrate manual dexterity.
* Work includes extended periods of time at a desk and computer screen.
* May be required to occasionally lift up to 25 pounds.

**Where You’ll Work:**

PursueCare is a startup technology-enabled healthcare management services organization ("MSO") that is addressing the opioid epidemic with an intelligent, convenient, and stigma-free telehealth treatment platform that creates a better experience and outcomes for healthcare providers and patients alike. As traditional opioid addiction treatment models have failed to provide enough access and lasting outcomes for patients, states continue to push for innovative solutions to serve the overwhelming need, particularly across rural and underserved areas. Our vision is to improve access to opioid addiction care and promote better patient engagement/outcomes by providing convenient, private and stigma-free telemedicine services through a virtual network of on-demand prescribing physicians, addiction counselors, and clinics, as well as other recovery resources and dedicated addiction pharmacy services, right through a browser or smart phone app.

Our platform offers telehealth video conferencing, marketing, care coordination, billing, EHR, reporting, partnerships with referral sources for patients in need of recovery intervention, and ancillary services to addiction treatment practitioners and clinics. We offer greater access and engagement with private, stigma-free medication-assisted treatment (“MAT”) programs and evidence-based protocols, increasing the likelihood practitioners will be able to treat more patients, more consistently, with better outcomes.

We offer all full-time employees unlimited paid time off to allow our team members to properly recharge, competitive salaries, bonus opportunities, equity opportunities, and affordable health coverage with company contributions. We are located in Middletown, CT, which is coincidentally right

smack in the middle of Connecticut. We offer work-from-home/remote opportunities for certain positions, based upon being able to meet the core competencies and requirements for the position from your location. We pledge to be an Equal Opportunity Employer.