

## JOB DESCRIPTION

**DEPARTMENT:** Medical Staff Services

**JOB TITLE:** Medical Staff Coordinator

**JOB CODE:**

**POSITION SUMMARY:** Responsible for coordination and oversight of the Medical Staff Services Department, including physician and allied health credentialing and recredentialing, meeting management, flow of information from medical staff committees through the Medical Executive Committee and the Governing Board. Assists with JCAHO Survey preparation for the medical staff/leadership function, including staff and medical staff education regarding accreditation standards. Works closely with medical staff leaders, hospital administration, and legal counsel with regard to medical staff and bylaws issues.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Maintains open communication with the Medical Staff, Administration, Hospital Departments, practitioner's office staff, and related health agencies. Identifies and works to solve problems as they arise.
2. Maintains knowledge of standards of the Joint Commission on Accreditation of Healthcare Organizations, National Committee on Quality Assurance, and State and Federal regulations related to Medical Staff organization.
3. Maintains working knowledge of the Medical Staff Bylaws, Rules and Regulations, and Hospital policies, and works to ensure the medical staff's compliance with the stated parameters.
4. Oversees the processing of all Medical Staff and Allied Health Staff credentialing and recredentialing applications in accordance with Medical Staff Bylaws, Rules and Regulations, JCAHO standards, and State and Federal law.
5. Assists the Credentials Committee with development of privilege criteria, privilege delineations, and other documents necessary to an effective credentialing process.

## JOB DESCRIPTION - MEDICAL STAFF COORDINATOR

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6. Provides oversight, education, and training, to Medical Staff Services Department staff members.
7. Provides supportive services to Medical Staff leaders in fulfilling the responsibilities of their offices. Participates with same in developing policies for the Medical Staff, and in monitoring the continuity of Medical Staff activities.
8. Attends Medical Staff meetings as necessary. Assists as needed with agenda and materials preparation. Records minutes at specified committees.
9. Maintains confidential credentials files and electronic medical staff database.
10. Exhibits a high degree of responsibility for confidential matters.
11. Oversees the development of departmental policies and procedures.
12. Assists in the development of a departmental operating and capital budget.
13. Assumes other related responsibilities as required.

### **POSITION REQUIREMENTS:**

Degree in business or health related field desired. Previous experience in a Medical Staff Services Administrative position required. Excellent interpersonal skills, including the ability to communicate professionally, both verbally and in writing. Willingness to maintain a flexible work schedule as needed. CMSC and/or CPCS Certification by the National Association Medical Staff Services required, or obtained within two years. Affiliation with the National Association Medical Staff Services and the State Association Medical Staff Services strongly encouraged.